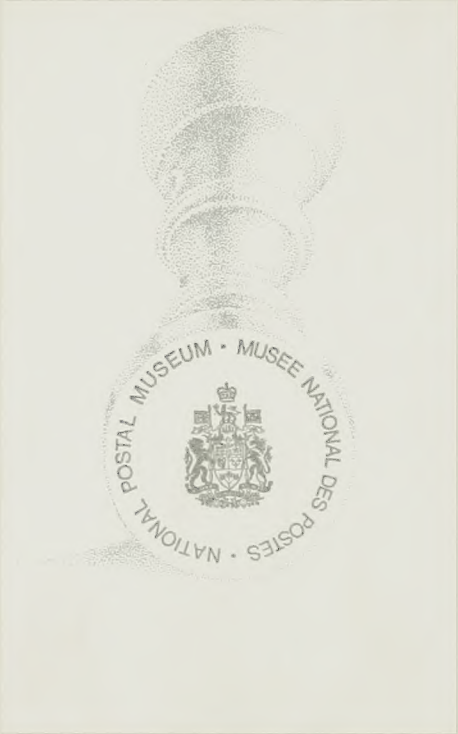
NEWFOUNDLAND

POST OFFICE CIRCULAR

1943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POST OFFICE CIRCULAR.

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

(Index of Post Office Circular, 1943, Pages 1237- 1340)

Accounts

PAGES

Cash in remittances to be rolled 1295
Error Notices to be taken up 1331
Errors in Accounts 1246
List of telephone subscribers to be attached to accounts 1240
Office date stamp of cheques 1295
Mutilated coins 1315

REMITTANCES
- Forms to be enclosed 1255, 1264, 1287
- Forms to give particulars 1264, 1287
- Forms to be prepared in ink 1315, 1320
- To be enclosed in Cashier envelopes 1295
- To be sealed with sealing wax 1315

Supplies of Registered Envelopes 1250

APPLICATIONS, for appointments 1317

APPRECIATION, by Red Cross 1322

BIRTH CERTIFICATES, required on appointment 1242

BILLS
- Courier bills to be on proper form 1302
- Expenditure Order number to be shown 1302
- For Fuel and Light 1246
- For Line Repair work 1315
- For Labour 1302
- For relief services and board 1302
- Preparation of relief bills 1310, 1313

BONUS, revision of 1254

CENSORSHIP
- Restriction of undeveloped film 1301

CHEQUES
- Office date stamp to be shown on back 1295
- Endorsement of 1319

CORRESPONDENCE
- Endorsement not to interfere with address 1278
- Insufficiently prepaid 1302
- To be date stamped 1314
- To show name of office 1242, 1322
- With Prisoners of War in Japan 1262
- With Foreign Administrations and Government Departments 1265, 1314

COURTESY
- To public 1244

CURRENCY
- Sterling currency not to be accepted 1262

FEES
- Received by Civil Servants to be surrendered 1301

FUEL, for 1943-44 ..... 1278, 1302

INTERNATIONAL REPLY COUPONS
- List of countries not to be exchanged 1239

LEAVE PAGES
Accumulation of leave 1318
Officials not to absent themselves from duty 1318
Regulations covering Annual Leave 1306
Regulations covering Sick Leave 1306
Relief staff 1266, 1282
Sick leave to be reported immediately 1242, 1301, 1310
Sick Leave, Limit number of days 1261, 1282

Mails

Acceptance of Wedding Cake 1286
Acceptance of mail free of surtax when posted by members of H. M. Navy afloat 1245
Correspondence insufficient prepaid 1302
Correspondence with Prisoners of War 1262
Date stamping and cancelling of postage stamps 1319
Endorsements not to interfere with address 1278
Letters addressed to 166th Regiment R.A., to be given air transport 1338
Prohibition of inflammable articles 1285
Parcels of tobacco through Imperial Tobacco Company, Ltd. 1306

AIRGRAPH
Address to be in block letters 1238
Acceptance for Armed Forces in N. Africa 1258
" for Armed Forces in Malta 1274
" to Australia and New Zealand 1334
" for civilians in Syria 1258
" to civilians in Iran 1282
" for Central Mediterrean Forces 334
" for South East Asia Command 334
" to civilians in Eire 1258
" from Merchant Seamen 1294
No service to British West Indies 1307
Places to which Airgraph may be sent 1294
Rate from civilians to civilians in U. K. 1274, 1282

AIR MAIL
Closing time of Air Mails 1310
Insufficient postage 1250
New Airmail stamp 1278
To Great Britain confined to Airgraph and Armed Force Air Letters 1238
To Great Britain no guarantee of air transport 1239
To U.K. and Europe to be sent St. John's 1283
T.C.A. schedules 1310

ARMED FORCE AIR LETTER, cannot be registered 1286

MAIL BAGS
Return of 1330
To be handled with care and kept clean 1307

COURIERS
Bills to be on proper form 1302
Cessation of Summer and commencement of Winter 1326
Summer Courier Service 1271
To connect with each other 1245
To convey all mail for any trip 1245
Winter Distribution offices 1335, 1338

LOST MAILS, by enemy action 1238, 1255, 1283, 1285

C.O.D. PARCELS
Acceptance for Money Order Offices only 1243
Instructions governing 1285
Money Orders issued to cover 1319

PARCELS: PAGES
Customs declaration to be attached 1258
Duty Bills enclosed in bag with duty parcels 1295
Discontinuance of Blue Bill 41314 1322
Non-acceptance of parcels containing foodstuffs out Newfoundland 1246, 1250
Non-inclusion of tea 1238
Parcels of foodstuffs for Forestry 1258, 1262
REGISTRATION:
Registered letters loose in bag 1295
No registration to Switzerland 1311
Compulsory registration 1311
SCHEDULES:
Summer Express 1274
Winter trains 1255
SERVICE:
Acceptance for Libya 1323
Delivery to meet public requirements 1286
No registration to Switzerland 1311
Resumption to Switzerland 1258
" to China except P. Post 1258
" to South Africa 1274
" to Cyrenaica 1285
Suspension to Sweden 1311
STAMPS:
Proper cancellation of 1283
New Air Mail 1278
Supplies of 8 cent stamp 1286
CHRISTMAS MAILS
Closing dates for Armed Forces 1315
" " Canada and U.S.A. 1328
" " Newfoundland 1330
" " Overseas 1318
" " St. John's 1334
Instructions on preparation of 1323
To be mailed early 1322

Magistrates

List of changes 1299

Medical Certificates

Required on appointment 1242
" after four consecutive days sick 1242
" " seven days in any period of twelve months 1242

Money Orders

Cancelled orders 1287
Complete address of International orders 1304
Enquiries 1287, 1251
Error notices to be taken up 1331
Examination of orders for alterations and erasures 1303
Full address on orders for Great Britain 1251
Issued to C.O.D. parcels 1319
Identification by Registration Number 1259
List of Offices 1270, 1275
Mutilation of 1287
Not to be endorsed in pencil 1246
Order and Advice to be forwarded to H.O. 1251
Sterling Exchange Rates 1259

PAGES

CANADIAN ORDERS, without name of office or number 1275

UNITED STATES ORDERS

Limit of $25.00 per month 1339

Limit of $10.00 for any one order 1339

Regulations covering issue of 1339

Monthly errors 1251, 1260, 1280, 1287, 1296, 1298, 1299, 1307, 1331

TRANSFERS:

Payees Regimental No. and Branch to be given 1246

Telegraphed order to be written across face 1251, 1330

Telegraph Transfers for members of Armed Forces 1331

Office Changes

Postal Offices opened 1241, 1249, 1278, 1286, 1298, 1334

Postal Offices closed 1294

Seasonal offices opened 1288, 1334, 1337

Seasonal offices closed 1332, 1337

Telephone offices opened 1269

Telegraph offices opened 1285, 1313

Telegraph offices closed 1269, 1285

Facilities installed 1237, 1250, 1269

Facilities withdrawn 1253, 1274, 1326

Obituary

..... 1257, 1273, 1281, 1286, 1297, 1333

Prohibitions

Of tea in parcels 1238

Of matches and other inflammable material 1243

Of parcels containing foodstuffs for despatch outside Newfoundland 1247

Radio Licences

Carbon paper to be used for copies 1280

Collection for 1943 ..... 1240, 1288

Copies of licences to be clear 1239

Name to be printed 1250

Registration

National Registration No. to be reported 1254

Registration for milk ration 1338

Regulations

Entry of unauthorized persons in Post Offices 1286

Robberies

Protection against 1283

Requisitions

For Air Mail stamps 1278

Secrecy

Of official information 1241

Statistics

PAGES

Semi-Annual, April, 1943 1254
Semi-Annual, November, 1943 1314
Monthly Traffic Reports 1303

Salaries

Increase in salary 1254
War Bonus 1254

Stores

Conservation of metal and rubber equipment 1250
Requisitions for stove pipes 1312
Supplies of batteries and tubes 1324

Students

Reports to be forwarded 1240

Telegraphs

Checking at time of acceptance 1288
Conversation between wireless offices 1316
Counting of words 1248
Delivery of Letter Messages to Iran 1279
Defence traffic exempt from tax 1300
Deposit to be made on "Collect" telegrams 1316
Deadhead and Service messages 1324
Disciplinary action re loss 1256
Enquiries 1279
Examination of telegrams 1303
Interruption to circuits to be reported 1260
Irregular use of Deadhead service 1248
Limit of free delivery 1320
Proof of delivery and expressage 1244
Receipts for telegrams delivered 1256
Routing indicator 1266
Service messages to receive attention 1243
Telegrams for St. John's insufficiently addressed 1324
Traffic 24th April 1276
Wireless schedules to be arranged to allow time to attend wickets 1303

ACCEPTANCE

Checking at time of 1320
Collect telegrams for Government Departments 1267
Collect telegrams for Naval and Military authorities 1300
E.F.M. from Ferry Pilots of Air Transport 1279
E.F.M. to Canadian and U.S. Forces 1284, 1287, 1288
For Newfoundlanders serving with Armed Forces 1300
Non-acceptance for Madagascar or Reunion unless Clear English or French 1275

AIR CRAFT DETECTION:

24 hour Watch Service 1296, 1300
Communications to be addressed to Secretary not direct to R.C.A.F. 1244
Free postage on "Observer" 1328
Watch Arrangements 1264, 1288, 1323

	PAGES
CENSORSHIP:	
From Canadian Army personnel to be passed by military censor	1252
Non-acceptance from U.S. Forces unless bear censorship stamp	1324
Use of Wireless	1267, 1272
COMMUNITY PHONES, cancellation of regulations	1272
CHANGE OF ROUTING:	
Wotwood Wireless repeating	1243, 1272
Gander repeating	1243, 1272, 1336
DELIVERY:	
Delivery at St. John's and larger towns	1300
Limit of free delivery	1320
To members of 166th Regiment, R.A.	1340
To coastal steamers	1312
To passengers on trains	1316
MAINTENANCE:	
Tenders for poles	1248
NEWS BULLETIN:	
Non acceptance from one individual to another	1263
RATES:	
Reduction in cable to Dominican Republic	1275
French Equatorial Africa	1288
SERVICE:	
Bait Intelligence Service	1308, 1336
E.F.M. from Ferry Pilots of Air Transport	1279
E.F.M. to Canadian and U.S. Forces	1284, 1287, 1288
E.F.M. via Imperial to India	1267
E.F.M. suspension for Christmas	1336
Facilities at Airfield near Buchans discontinued	1340
Office hours during Christmas	1336
Opening of C.C. Office Washington	1267
Re-established communication with offices on Cape Shore	1308
To Members of the 166th Regiment, R.A.	1340
XLT and GTG not available	1336
STATISTICS:	
Traffic	1248, 1252, 1260, 1266, 1275, 1284, 1296, 1303, 1312, 1324, 1328, 1340

War Bonus

Revision of	1254

War Savings Certificates

To be inclosed in separate envelopes	1255
Pink remittance form to be used	1264, 1295
Pink remittance form to show account	1264
Purchase by officials on monthly savings plan	1319
Sufficient supplies to be kept on hand	1267, 1323

POST OFFICE CIRCULAR.

THURSDAY, 7th JANUARY, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Port Union ..... Miss Georgina Gibbons, to be Messenger Assistant as from the 3rd December, 1942.

Lawn ..... Miss Irene Tarrant, to be Postmistress and Telephone Attendant as from the 2nd January, 1943.

Port aux Basques ..... Mr. Leonard White, to be Messenger as from the 19th December, 1942.

Rose Blanche ..... Cyrus Graham, to be Messenger as from the 16th December, 1942.

TRANSFERS

Accounts Branch, Head Office ..... Miss Margery Frost, Grade III Clerk, Accounts Branch. has been transferred to the Fisheries Bureau as from the 31st December, 1942.

Accounts Branch, Head Office ..... Miss Jean Pope, Grade III Clerk, Accounts Branch, has been transferred to the Department of Civil Re-establishment as from the 6th December, 1942.

RETIREMENT

St. John's, East End ..... Mr. William Atwill, Postmaster, effective 30th November, 1942.

FACILITIES INSTALLED

Isle au Morte ..... Money Order Facilities have been installed at Isle au Morte as from the 14th December, 1942.

Postmasters should add this office to the list of Money Order Offices.

MAILS

Mails Lost by Enemy Action

Information has been received that letters, printed paper and Magazine Post, posted in the London Area only, on the 15-16 September, 1942, for Newfoundland, have been lost by enemy action.

It is notified for information that the following mails for Newfoundland have been lost by enemy action:—

Letters posted in London on the	3rd & 4th November.
Letters posted elsewhere in the U. K.	2nd to 4th November.
Printed papers posted in Liverpool	2nd to 4th November.
Printed papers posted elsewhere in the U.K.	3rd & 4th November.
Magazine Post posted in London between	28th October-5th November.
Magazine Post posted in Scotland between	26th October-4th November.
Magazine Post posted elsewhere in the U.K.	27th October-5th November.
Parcels posted in the U. K. between	26th October-5th November.

Parcel Post-Non-Inclusion of Tea

The inclusion of tea in any quantity whether in parcels or packets sent by post to addresses outside Newfoundland is prohibited. No tea may be included in parcels addressed to men or women serving with the Forces outside Newfoundland or to men in the Forestry Units overseas.

Postmasters must refuse to accept any package tendered for posting which contains tea. If the tea is withdrawn and the contents are otherwise satisfactory the package may then be accepted.

Airgraph Letters

The Postmaster General, London, England, has pointed out that in numerous cases the addressing of Airgraph Messages is such that difficulty is experienced in effecting delivery owing to the address not having been printed in block letters or having been typed. Postmasters should insist upon the addresses of all Airgraph Messages being printed in block letters in future—typewritten addresses cannot be accepted as in the reproduction the type is too small for easy reading. The block capitals should be not less than a quarter of an inch in size.

The instructions as to the manner of writing the address on an Airgraph Message are already printed at the side of the space for the address, and the carrying out of these instructions should be insisted upon before a message is accepted.

Trans-Atlantic Air Mail Confined to Airgraph and Armed Forces Air Letters

The increasing demand on trans-Atlantic aircraft capacity for vital War supplies has created an almost complete absence of space for mail on aircraft. Conditions have become so acute in recent weeks that practically all correspondence prepaid at Air Mail rates has to be despatched from Newfoundland, Canada and the United States to Great Britain by surface means.

The same situation has obtained as regards the despatch of Air Mails from Great Britain to Newfoundland, Canada and the United States.

In these circumstances, the public in Newfoundland should be advised to use the Airgraph Service for messages to civilians and members of the Armed Forces in Great Britain and other places to which this Service is available.

A limited amount of space has been reserved on Aircraft for Armed Forces Air Letters which will be accepted and despatched by air subject to space available.

The public are advised to send their messages on Airgraph or surface transport—but if despite this advice the public insist on sending their mail by air in its original form the Department will give it the most expeditious treatment which the circumstances permit. No guarantee of Air transport can be given.

It is to be remembered that no such item must exceed 2 ounces in weight. If any item exceeding 2 ounces is prepaid at air mail rate it will be forwarded to destination by surface means.

INTERNATIONAL REPLY COUPONS

Suspension of Exchange of Coupons Issued in Enemy and Enemy-Occupied Countries

It should be noted that International Reply Coupons issued in France must no longer be exchanged.

The following is a complete list of the countries whose International Reply Coupons must not be exchanged:—

Albania
Austria
Belgium
Bulgaria
Burma
Chosen (Korea)
Czecho-Slovakia (Bohemia Moravia and Slovakia)
Danzig
Denmark
Dutch East Indies
Estonia
Finland
France
French Indo China
Germany
Greece
Holland
Hong Kong
Hungary
Italy
Japan
Japanese Dependencies
Jahore
Kedah
Latvia
Libya
Lithuania
Luxemburg
Macao
Malaya
Norway
Philippines
Poland
Portuguese Timor
Roumania
Sarawak
Thailand (Siam)
Yugoslavia.

(This notice supersedes the announcement on this subject on page 1106 of the Post Office Circular, dated the 5th February, 1942.)

ACCOUNTING

Radio Licences

Considerable difficulty is experienced at Head Office in connection with copies of Licences from various offices. Many of these copies are prepared in such a manner that the name and address of the licencee are not distinct.

Postmasters should ensure that the carbons used give a clear and distinct impression. It is of the utmost importance that the name and address be clearly written or printed to ensure that the correct entry may be made in the records at Head Office.

STUDENTS AT OUTPORT OFFICES

Postmasters who have students learning Telegraphy are requested to forward a report to the Secretary, giving the date of entry and particulars of progress. This report should be forwarded by first mail after receipt of this Circular.

COLLECTION OF RADIO LICENCE FEES FOR 1943

MONEY-ORDER OFFICES

All Radio Licences issued during the year ending 31st December, 1942, expire on that date. Postmasters at Money Order Offices should send out cards (Form No. 1253) to all persons operating Receiving Sets in the districts served by their offices, and if a licence is not obtained within one week a final notice (Form No. 1254) should be sent. A record of the date on which the cards and final notices are delivered should be kept in all cases, and if a licence is not obtained within fifteen days from the date on which the final notice is delivered a telegram should be sent to the Secretary asking for authority to take legal action against persons operating Receiving Sets without a licence.

The date of expiration of Licences issued during 1943 should be shown on the licence as the 31st December, 1943.

Postmasters should arrange to send out Form No. 1253 immediately.

TELEPHONE SUBSCRIBERS

Postmasters are reminded that a list of telephone subscribers from whom rental has been collected must be attached to the account on which the remittance is claimed.

The failure to attach this list has caused inconvenience and delay at Head Office.

STOLEN UNITED STATES POSTAL MONEY ORDER FORMS

The following United States Money Order Forms have been reported stolen:—

Bismarck, Ill .....Nos. 60691 to 60800, inclusive.

McGaheysville, Va. .....Nos. 55519 to 57400, inclusive.

POST OFFICE CIRCULAR.

THURSDAY, 21st JANUARY, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Grand Falls ..... Mrs. Bessie M. Cutler to be Assistant as from the 14th January, 1943.

Aguathuna ..... Mrs. Katherine Follett to be Postmistress and Operator as from the 6th. January, 1943.

Port Aux Basques ..... Mr. Leonard White to be Messenger as from the 19th. December, 1942.

South End, Change Islands ..... Mr. Thomas Elliott to be Telephone Attendant as from the 1st. October, 1942.

Catalina ..... Mr. Stephen Janes to be Messenger as from the 7th. January, 1943.

Fogo ..... Mr. Freeman Harvey to be Messenger as from the 3rd. January, 1943.

Buchans ..... Mrs. Violet Roach to be Messenger as from the 19th. December, 1942.

OFFICE OPENED

Jerseyside ..... A Money Order Telephone Office was opened at Jerseyside on the 11th. January, 1943. The telegraph connecting office is Placentia. Postmasters should add this office to the list of Money Order Offices.

SECRECY

The staff of the Post Office are reminded of the necessity of observing the strictest secrecy in regard to any information which may come to their notice in the course of their official duties. The divulgence of any such information is an offence against the Official Secrets Acts.

BIRTH AND MEDICAL CERTIFICATES REQUIRED ON APPOINTMENTS

All officials receiving appointments are again reminded that a Birth Certificate and certificate of medical fitness must be forwarded to the Staff Clerk as soon as possible after appointment.

This regulation applies to all officials in the Service.

Birth certificates will be returned as soon as they have been checked by the Auditor.

LEAVE

The following regulations are taken from the "Rules for Discipline and Guidance of Civil Servants" and are republished for the benefit of those officials who are apparently unaware of the regulations:

1. When an officer is unable, from illness or any other cause, to attend for duty he must inform his superior officer immediately.
2. When illness extends beyond four days a certificate of a duly qualified medical practitioner must be furnished stating the nature of the officer's illness and the probable date of resumption of duty. If the officer is unfit for duty at the expiration of the period indicated by such certificate, the certificate must be renewed.

   (Certificates are received without stating the nature of the illness and without giving the probable date of resumption of duty. Officials should request the medical practitioner to give this information on the certificate.)
3. The number of days for which pay may be given without a medical certificate may in no case exceed seven in any period of twelve months.
4. In the case of prolonged absence through sickness, the extent to which such absence on full pay will be continued will depend on the circumstances of the case. The sole justification for a long period of sick leave being that it will probably enable a public servant to return to duty at its conclusion, the Treasury reserves the right to exclude final sick leave from the calculation of service for pension.

MAILS

Correspondence From Outport Offices

Complaints have been received from various branches of the Department, the Foreign Exchange Control Board and the Bank of Montreal to the effect that mail (correspondence, requisitions, remittance forms and applications for foreign exchange) is received without the name of office and/or the name of the Postmaster. This causes inconvenience and delay to the branches concerned.

The office date stamp MUST be placed on all official correspondence (requisitions, remittances, letters, etc.,) and the name of the official given.

This carelessness reflects on the efficiency of the Department and all officials should exercise greater care in future.

Matches Not to Be Sent Through Mail

Advices are being received from the United Kingdom and elsewhere that matches are being enclosed in parcels sent from Newfoundland. It is contrary to the postal regulations to enclose matches in any package or parcel sent by post owing to the serious risk of fire and the consequent danger to ships and crews as well as to other mails.

The attention of all posters of parcels should be drawn to this regulation.

A notice with reference to other inflammable material which is prohibited appeared on page 1142 of the Post Office Circular of the 9th. April, 1942.

The following is an extract taken from the Canadian Post Office Bulletin:

"The danger resulting from including matches and fluid for cigarette lighters in parcels has been emphasized.

"Recently someone included matches in a Christmas parcel for a member of our Armed Forces Overseas. After this parcel had been loaded on board ship, the matches caught fire. Of course that particular parcel was destroyed but the inclusion of matches in that parcel also destroyed thousands of other parcels sent by people who tried to co-operate and carry out the law. Ironically enough, packages of matches found in some of the damaged parcels bore the inscription 'What have you done to-day to help win the War?'

"Many parcels contained articles whose purchase meant real sacrifice to the senders, and other articles such as sweaters or socks which took hours of knitting. Their loss will cause disappointment to some of our boys and girls overseas who have been told that parcels have been sent, and in many cases, what they contained.

"By this carelessness, or worse, the life of every man on that ship was endangered, and the ship was delayed from sailing while repairs were being carried out. War materials on board that ship were threatened with destruction. Thousands of bags of mail had to be dried, and in many cases the parcels they contained had to be repacked."

C. O. D. Parcels

Several cases have come to notice of C.O.D. parcels being despatched to Non-Money Order Offices. This practice must cease. Postmasters should check their list of Money Order Offices before accepting C.O.D. parcels.

It has been noted that C.O.D. parcels have been forwarded to Leading Tickles. This is not a Money Order Office. Money Order facilities were withdrawn from that office in 1940.

TELEGRAPHS

Change of Routing

Effective the 9th. January, 1943, Botwood repeating office will repeat f r Bishop's Falls, Windsor, Badger, Millertown and Buchans.

Gander will repeat for Norris Arm and Notre Dame Junction.

The above arrangements remove all repeating from Grand Falls.

Service Telegraphs

It is necessary to remind the staff of the need for giving immediate attention to service telegrams and in this connection Secretary's Circular No. 58 is herewith repeated for information:—

"Your attention is called to the importance of replying promptly, intelligently and fully to service inquiries referring to errors, delays, proof of delivery, requests for answers or any question concerning telegrams already transmitted. If the office involved is not in direct communication with the office of origin repeating stations must expedite service and insist on prompt attention to same at the delivery office.

"Mutilated telegram is valueless to the addressee, speedy correction is essential.

"When a service asks to "Prove delivery and get reply" proof of delivery must be immediately wired, showing the time and date delivered. If no immediate reply can be obtained

state reasons. It is essential that some definite information be sent the office of origin in order to show the sender that the matter is having prompt attention.

"If a telegram cannot be delivered promptly by reason of the addressee's absence from town, being outside the delivery limit, or that it has to be posted, notify the sending office accordingly and advise how you propose to dispose of it.

"If special delivery is necessary state distance addressee is from the office and the cost of special messenger. A non-delivery notice should take the following form:—

"'..... yours (date) John Smith, Cabot Cove, undelivered, party lives five miles from office. Expressage one dollar otherwise go by mail Saturday.

From ....."

"When a telegram is expressed at the request of the sender notify the office of origin on return of the messenger, stating time and to whom delivered.

"Receipts must be signed by the addressee or his agent in all cases.

"It is always assumed that prompt transmission and delivery has been given unless otherwise advised."

AIRCRAFT DETECTION SERVICE

It has come to the notice of this Department that officials are communicating with the Royal Canadian Air Force authorities direct in connection with salaries and other matters connected with the Aircraft Detection Service. This procedure is most irregular and must cease. All such communications should be addressed to the Secretary of this Department.

STOLEN U.S. POSTAL MONEY ORDER FORMS

The following United States Postal Money Order forms have been reported stolen:—

Eufola, N. C. .....23,083 to 23,200 inclusive.

Oreana, Ill. .....29,215 to 29,400 inclusive.

COURTESY

Discourtesy has no place in public service. The man is not favoured who finds it too much trouble to meet his patrons with a smile and a friendly word of greeting.

Too much care cannot be taken in this regard since today, more than ever before, there is a tendency on the part of the public to criticize all public services. Since the Post Office has such frequent contact with the public it should be remembered when meeting patrons that the Department's efficiency and capacity for service will be judged by the actions of its employees.

Courtesy does not cost very much, if anything,—a little forethought and consideration for the feelings of others can hardly be counted a price to pay for the generous return that is bound to follow. It should be realized that the most valuable asset for the person whose life is spent in meeting the public is a pleasant manner. No one wants to meet a surly clerk who goes about the performance of his duties with a very bad grace. How much nicer it is to meet a smile and to hear a pleasant word! Thus, when the Post Office Department cautions its employees in this regard it is with an eye to mutual co-operation for better service.

POST OFFICE CIRCULAR.

THURSDAY, 4th FEBRUARY, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

MAILS

Correspondence from Members of H.M. Navy on Service Afloat

This Administration has agreed to accept and deliver free of surtax any unpaid or insufficiently prepaid correspondence posted by members of His Majesty's Navy on Service Afloat into this country for delivery. Such correspondence may be recognised by the stamp impression "Post Office-Maritime Mail." This stamp impression replaces the impression which includes the words "Received from H.M. Ships."

Conveyance of Mails by Couriers

Postmasters at starting points for Couriers are requested to draw their attention to Section 7 of their Contract, which reads as follows:—

> "In the event of the Contractor being unable to carry by his ordinary means of conveyance all the mail offered for any trip, the Contractor shall provide, at his own expense, additional means of conveyance for such surplus mail. Such surplus mail shall be carried at the same time as the regular mail for the trip in question."

When a Courier does not take all the mail offered in one trip a report should be made to the Secretary.

Winter Courier Services

The attention of Postmasters is drawn to the item appearing on page 249 of the Post Office Circular of the 20th January, 1937, which is as follows:

> "Unless weather conditions make it impossible to do so, Couriers should connect with each other with both inward and outward mails. A Courier should not leave his farthest point on the return journey without the mails from Couriers at points farther distant. This applies particularly to mails for outward despatch. In a few cases it has been found that Couriers reach their destination points with inward mails and return to their starting points without waiting for the connecting Courier with outward mails. It is the duty of Postmasters to see that an inward and outward mail is conveyed on every trip and any failure in this connection must be reported immediately by telegraph to the Secretary."

Parcel Post

On and from the 1st February, 1943, no parcel containing any food stuffs, including chocolates, candies, tinned foods, etc., will be accepted at any Post Office in Newfoundland or Labrador for despatch to civilians outside Newfoundland. Parcels addressed by number and rank to persons serving in the Armed Forces abroad (excluding those in Canada and the United States to whom no food may be sent in parcels) may contain up to, but not over, 4 pounds of food stuffs.

No tea or sugar may be included in any parcel addressed to persons whether or not in the Forces. In other words, tea or sugar may not be sent out of Newfoundland by post.

The limit of weight, viz., 4 pounds, of food stuffs to members of the Armed Forces also applies to parcels sent to Prisoners of War.

The limits of weight for parcels remain undisturbed.

ACCOUNTING

Money Orders Signed in Pencil

Despite repeated instructions many Money Orders, particularly telegrapher Orders, are being received at this office on which the endorsement is made in pencil.

This is against regulations and many of the Postmasers responsible have been warned repeatedly in the past.

Postmasters are again reminded that only top copies of Telegraphed Orders endorsed in ink will be accepted. Carbon copies must not be sent.

Transfer of Money by Cable

The attention of Postmasters is drawn to Paragraph 1 in Accounting Circular D.

It is essential that the payee's Regimental number and the branch or union in which he is serving is quoted with full address.

Bills

Postmasters at Offices which have been supplied with fuel and light, for which bills have not been presented for the present season, are requested to see that the bills for those items are furnished, certified and forwarded to this office for payment as early as possible.

Errors in Accounts

(1) Remittances not Received by same mail as reports.

Whenever a Postmaster claims a remittance on his report he should take care to see that the remittance goes forward by the same mail as the report.

(2) Error Notices.

Postmasters are instructed to take error notices sent from Head Office into the next account forwarded after their receipt. If the Postmaster does not think that the notice is justified he should nevertheless acknowledge its receipt by showing it in his account and then take the matter up with the Chief Accountant in writing.

(3) Postage Stamps.

Postmasters are instructed that on receipt of a supply of Postage Stamps from Head Office they should be checked and taken into their account properly.

TELEGRAPHS

Tender for Poles

The following notice calling for tenders for poles which has been mailed to offices concerned should be exhibited on the public side of their offices:—

NOTICE

Tenders are invited for a supply of telegraph poles for the following sections:—

Between Deer Lake and Humbermouth	300 poles, 20 ft. in length, 6 inches top diameter
Bay L'Argent	256 poles, 18 ft. in length, 5 inches top diameter
Belleoram	30 poles, 18 ft. in length, 5 inches top diameter
Bonne Bay	572 poles, 18 ft. in length, 5 inches top diameter
Botwood	224 poles, 18 ft. in length, 5 inches top diameter
Brig Bay	120 poles, 18 ft. in length, 5 inches top diameter
Brigus Junction Carbonear including	144 poles, 18 ft. in length, 5 inches top diameter
Port de Grave	21 poles, 25 ft. in length, 5 inches top diameter
Baie Verte	144 poles, 18 ft. in length, 5 inches top diameter
Burin	205 poles, 18 ft. in length, 5 inches top diameter
Badgers Quay	124 poles, 18 ft. in length, 5 inches top diameter
Carmanville	40 poles, 18 ft. in length, 5 inches top diameter
Cook's Harbour	200 poles, 18 ft. in length, 5 inches top diameter
Cow Head	48 poles, 18 ft. in length, 5 inches top diameter
Curling and Woods Island	352 poles, 18 ft. in length, 5 inches top diameter
Daniels Harbour	104 poles, 18 ft. in length, 5 inches top diameter
English Harbour West	72 poles, 18 ft. in length, 5 inches top diameter
Flowers Cove	248 poles, 18 ft. in length, 5 inches top diameter
Fogo	290 poles, 18 ft. in length, 5 inches top diameter
Gander Bay	176 poles, 18 ft. in length, 5 inches top diamter
Garnish	184 poles, 18 ft. in length, 5 inches top diameter
Grand Bank	40 poles, 18 ft. in length, 5 inches top diameter
Griguet	192 poles, 18 ft. in length, 5 inches in diameter
King's Cove	142 poles, 18 ft. in length, 5 inches top diameter
Lethbridge	120 poles, 18 ft. in length, 5 inches top diameter
Little Bay	240 poles, 18 ft. in length, 5 inches top diameter
Lamaline	306 poles, 18 ft. in length, 5 inches top diameter
Marystown	138 poles, 18 ft. in length, 5 inches top diameter
Nipper's Harbour	64 poles, 18 ft. in length, 5 inches top diameter
Placentia	184 poles, 18 ft. in length, 5 inches top diameter
Placentia	10 poles, 25 ft. in length, 5 inches top diameter
Point Verde	50 poles, 18 ft. in length, 5 inches top diameter
Port Saunders	160 poles, 18 ft. in. length, 5 inches top diameter
Pushthrough	30 poles, 18 ft. in length, 5 inches top diameter
Princeton	115 poles, 18 ft. in length, 5 inches top diameter
Princeton	3 poles, 25 ft. in length, 5 inches top diameter
Rencontre West	24 poles, 18 ft. in length, 5 inches top diameter
St. Anthony	136 poles, 18 ft. in length, 5 inches top diameter
St. George's	30 poles, 18 ft. in length, 5 inches tou diameter
St. Fintan's	20 poles, 18 ft. in length, 5 inches top diameter
St. John's-Cape Race	520 poles, 18 ft. in length, 5 inches top diameter
St. John's-Cape Race	2 poles, 30 ft. in length, 5 inches top diameter
St. Mary's	128 poles, 18 ft. in length, 5 inches top diameter
St. Mary's	2 poles, 25 ft. in length, 5 inches top diameter

All the above poles must be black Spruce or Juniper, sound, straight timber, fully rinded, measuring not less than the diameter, specified at the top for each class of poles.

Delivery to be made not later than the first day of June, 1943. For Main Line poles, tenders should state price per pole loaded on Railway Cars at sidings and at what points on railway poles would be loaded.

For Branch Line poles, tenders should state price per pole, distributed along line as shown in notice mailed. The lowest or any tender will not necessarily be accepted and the Department, in accepting the price of any tender reserves the right to determine the number of poles which shall be supplied by any contractor. Tenders will be received up to the 15th February, 1943, addressed to the Secretary for Posts and Telegraphs.

Envelopes should be marked "TENDER FOR POLES" and in each case the quantities and dimensions of poles offered should be stated.

December Telegraph Traffic

Class	1941	1942	Increase	Decrease
Paid Telegrams (including Priority)	79,258	84,234	4,976	.....
Priority	8,776	10,400	1,642	.....
Phono-telegrams	1,841	1,893	52	.....
Total paid traffic	81,099	86,127	5,028	.
Deadhead and Service Messages	8,935	7,568	.....	1,367
Telegram equivalent Public Despatch	3,060	2,900		70
Total Traffic	93,094	96,635	3,591	

Fines were imposed upon eleven officials in connection with errors, failures and delays.

Telegraph Traffic Year 1942

Class	1941	1942	Increase	Decrease
Paid Telegrams (including priority)	711,038	779,639	68,601	.....
Priority	70,459	99,225	28,766	.
Phono-Telegrams	16,530	20,366	3,836	
Total Paid Traffic	727,568	800,005	72,437	
Deadhead and Service Messages	89,816	87,335	... .	2,481
Telegram equivalent Public Despatch	43,570	38,770		4,800
Total Traffic	860,954	926,110	65,156	..... .

NOTE:—There were no Greetings Message Services at Special rates during the year.

Irregular Use of D.H. Telegraph Service

Despite repeated instructions given in the Post Office Circular many Postmasters continue to send Dead-Head Telegraph Messages for enquiries concerning the payment or repayment of money orders. This procedure must cease. In future, when making enquiries as to the payment or repayment of Money Orders, Postmasters are instructed to use the mails.

Counting of Words in Telegrams

Attention is drawn to the instructions contained on pages 367 and 467 of the Post Office Circular dealing wih the importance of checking all telegraph traffic to make sure that no words have been dropped from, or added to, the text of a telegram.

It is evident from the frequent omission of the indicator "Collect" in the checks of telegrams that the above mentioned instructions are not being correctly observed.

As a further safeguard against the omission of the indicator "Collect" in the check of a telegram the word must be repeated by the sending operator.

POST OFFICE CIRCULAR.

THURSDAY, 18th FEBRUARY, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Channel .. ..Miss Winnie Marshall to be Messenger as from the 1st January, 1943.

Catalina .. ..Mr. Stephen Janes to be Messenger as from the 8th January, 1943.

St. John's, G.PO. .. ..Mr. Solomon Anthony to be Watchman as from the 1st January, 1943.

Deer Lake .. ..Mrs. Hazel Sweetland to be Assistant as from the 1st February, 1943.

Corner Brook .. ..' ....Miss Ethel Carew to be Assistant as from the 1st February 1943.

Corner Brook .. ..' ....Miss M. Pennell to be Messenger as from the 13th January, 1943.

Corner Brook .. ..' ....Mr. D. Hunt to be Messenger as from the 1st February, 1943.

Corner Brook .. ..' ....Mr. James Power to be Messenger as from the 1st February, 1943.

Corner Brook . ...' ....Mr. L. Companion to be Messenger as from the 1st February, 1943.

TRANSFERS

Botwood Wireless ... .Mr. C. D. Pritchett, Assistant Grand Falls, to be Assistant Botwood Wireless as from the 15th January, 1943.

Burin .. ..Mr. Reginald Harris, Postmaster and Operator Belleoram, to be Postmaster Burin as from the 4th February, 1943.

Belleoram .. ..' ....Mr. Otis Bartlett, Postmaster and Operator Pool's Cove, to be Postmaster and Operator Belleoram as from the 23rd January, 1943.

OFFICE OPENED

Markland ... .A Postal Non-Money Order Office was opened at Markland on the 18th January, 1943. Mr. William Antle has been appointed Postmaster.

CONVERSION OF OFFICE

Marystown South ... .The Telephone Office at Marystown South has been converted to a Money Order Telephone Office as from the 1st January, 1943. Postmasters will add this office to their list of Money Order Offices.

MAILS

Insufficent Postage on Air Mail

A considerable number of Air Mail letters is being received from Outport Post Offices addressed to points in Canada and the United States bearing insufficient postage.

Rates of postage are .09 cents for first half ounce and .07 cents for each additional half ounce. See pages 1157 and 1166 of the Post Office Circular. Insufficiently paid letters means loss of revenue to Newfoundland. **See that full postage is paid always.**

Parcel Post

With reference to the notice which appeared in the Post Office Circular of the 4th February at pages 1246, in connection with parcels containing food for overseas from Newfoundland, it should be noted that for the purposes of these regulations men employed in the Forestry Units Overseas are regarded as civilians to whom no parcels containing food may be sent.

STORES

Officials must bear in mind that every available ounce of metal and rubber is required for the war effort. Strict control is exercised in the supplying of raw material to manufacturers. For this reason, extreme difficulty is being experienced in obtaining many items normally required for civilian and departmental use.

Postmasters and others are strongly urged to see that no unnecessary requisitions are sent to Headquarters, particularly for items made of iron, steel, brass or rubber. Requisitions for steel stamps, rubber stamps, scales, locks, keys, clocks, stoves, etc., must be kept to the absolute minimum for the duration of the war. All unused equipment of every description should be sent to the Stores promptly, and thus help to conserve present stocks at Headquarters. Make sure that every item asked for is urgently required before sending in a requisition. See that old equipment is beyond repair before replacing. By this means you will materially contribute to the war effort.

ACCOUNTING

Registered Envelopes

A supply of Registered Envelopes, A (1 cent), B (2 cent), C (3 cent) and D (4 cent) are now on hand.

Postmasters may requisition for these Registered Envelopes when required,

Radio Licences

When copies of Radio Licences are received at the Accounts Branch, Head Office, from outport offices the number of the licence is entered in the records against the person to whom the licence has been issued. Postmasters will appreciate that when the name of the licencee is not clearly and distinctly shown on the duplicate much difficulty is experienced and errors occur in the records of Head Office. It is suggested, to overcome some of these errors, that the name of the person to whom a licence is issued be printed in BLOCK LETTERS and not written; also that the carbon paper which is used will give a clear impression.

It is also brought to notice that all Radio licences which are issued for the year 1943 expire on the 31st December, 1943, and **not** twelve months from the date of issue.

Money Orders Issued on Great Britain

The attention of Postmasters is directed to instructions appearing on page 1087 of the Post Office Circular which many Postmasters appear to have overlooked.

In order to avoid great delay in payment and undue correspondence, Postmasters are requested to be absolutely certain that the full address of the payee, including house number and street, is shown when forwarding money orders to civilians, or in the case of members of H.M. Forces, the regimental number or unit, and any other particulars that may be necessary to expedite payment.

In forwarding Money Orders to Head Office for transmission it is important that both the order and advice are forwarded.

DO NOT HAND THE ORDER TO THE REMITTER FOR TRANSMISSION as this may lead to a duplicate payment, in which case the issuing Postmaster will be held responsible. GIVE THE REMITTER THE RECEIPT STUB ONLY.

Money Order Enquiries

When making application for authority to repay Money Orders or making any enquiries regarding same, Postmasters should ensure that the date of issue, with full particulars, of the order, is stated.

Money Order Transfers

Postmasters are reminded that when issuing Money Orders to cover telegraph transfers, it is most important to have the words "Telegraphed Order" written across the face of the Money Order; this also applies to Orders covering transfers on Great Britain, thereby enabling the staff at Head Office to distinguish a cable from an ordinary order.

Much difficulty is experienced at Head Office in tracing Money Orders issued to cover telegraph transfers as, in some cases the number quoted in the message, does not agree with that of the order, and in many cases the Orders are not issued for hte transfer concerned.

To avoid this trouble and to ensure that Orders are issued to cover the proper transfer, Postmasters are asked to issue the Money Orders before transmitting the message, and, at the same time, compare the number appearing in the transfer with that shown on the Money Order.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order service during May, 1942.

Office	No. of Errors	No. of Orders Issued and Paid During May 1942
Aguathuna	7	70
Argentia	4	1208
Bonne Bay	4	151
Buchans	8	937
C.A.P.O. No. 1	4	535
Clarenville	4	212
Fortune Harbour	5	101
Fox Harbour, P.B	4	285
Gambo	6	302
Grand Falls	4	1348
Harbour Breton	4	147
Hare Bay	4	107
Haystack	7	33
Jamestown	5	70
Lamaline	7	174

Lewisporte	12	406
Millertown	4	130
Norris Arm	4	183
Old Perlican	4	79
Port au Port	6	236
St. George's	6	189
St. John's East	12	1233
Stephenville	5	564

Total number of Orders issued during May, 1942	27,655
Total number of Orders paid during May, 1942	13,626
	41,281
Total number of errors	327
Percentage of errors	.79
i.e. approximately 8 errors for each 1,000 Orders issued and paid.	
Total number of figure errors	286
Percentage of figure errors	.69
i.e. approximately 7 errors for each 1,000 Orders issued and paid.	

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:

Scottsburgh, Sask. ... 09268 to 09400

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Boston (Sta. 27) Mass. ... 90,502 to 90,800
Marmony, Ind. ... 36,197 to 36,200
Penllyn, Pa. ... 49, 524 to 49,600
Pittman, Nev. ... 3,423 to 3,600
Providence (Sta. 26) R.I. ... 31,124 to 31,200
St. Mary of the Woods, Ind. ... 35,619 to 36,000
Mount Gay, W. Va. ... 33,814 to 34,000
Fairoaks, Ark. ... 34,801 to 35,000

TELEGRAPHS

January Telegraph Traffic

Class	1942	1943	Increase	Decrease
Paid Telegrams (includes priority)	53,104	55,777	2,673	.....
Priority	5,710	7,515	1,805	.....
Phono-telegrams	1,591	1,575	.....	16
Total Paid Traffic	54,695	57,352	2,657	.....
Deadhead and Service Messages	7,024	7,067	43	.....
Telegram equivalent Public Despatch	3,880	2,190	.....	1,690
Total Traffic	65,599	66,609	1,010	.....

Fines were imposed upon five officials in connection with failures, errors and delays.

CENSORSHIP

The following Censorship regulation has been issued:—

"Telegrams from Canadian Army personnel must not be accepted unless they have been passed by a military censor and bear his stamp.. Theletters P.M.B.C. shall be transmitted following the status of the sender of these telegrams."

POST OFFICE CIRCULAR.

THURSDAY, 4th MARCH, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

CORRECTION

The pages of Post Office Circular of the 18th February, 1943. were incorrectly numbered. The correct numbers for the pages of that Circular should be 1249 to 1252 inclusive.

APPOINTMENTS

Port Hope Simpson .. .. Mr. Thomas Tucker to be Postmaster as from the 16th December, 1942.

Corner Brook .. .. Miss M. Pennell, Messenger, to be Assistant as from the 18th February, 1943.

Marystown South ... .Mr. Richard Reddy to be Postmaster and Telephone Attendant as from the 1st January, 1943.

Grand Falls .. .. Mr. Ronald Walsh, Carrier, to be Carrier-Assistant, as from the 1st February, 1943.

Portugal Cove, C.B. ... .Mrs. Ethel Allen to be Postmistress as from the 1st February. 1943.

Jerseyside ... .Mrs. Francis Miller to be Postmistress and Telephone Attendant as from the 11th January 1943.

Oderin ... .Miss Mary Squires to be Postmistress and Operator as from the 3rd February, 1943.

Rose Blanche .. .. Mr. Albert Moore to be Messenger as from the 20th January, 1943.

Corner Brook .. .. Miss Margaret Flynn to be Telegraph Learner as from the 15th February, 1943.

FACILITIES WITHDRAWN

Holyrood .. ..Morse facilities have been withdrawn from the Railway Postal Office at Holyrood and Telephone facilities have been installed in the Post Office as from the 25th February. 1943. Telegraph traffic for Holyrood will circulate by telephone through Topsail.

TRANSFERS

St. John's Head Office .. .. Mr. Lloyd Cook, Clerk, Telegraph Instrument Room, to be Grade III Clerk as from the 1st March, 1943.

NATIONAL REGISTRATION

In accordance with the regulations governing National Registration all officials in the employ of the Department of Posts and Telegraphs must report as soon as possible to the Secretary the number of their registration card. This report should be forwarded by first mail after the receipt of this Circular.

Where there is more than one official at an office the Postmaster should obtain the registration number of each employee and include it in his report.

WAR BONUS

A revision of the War Bonus, as outlined on page 1218 of the Post Office Circular of the 29th October, 1942, has been approved, with effect as from the 1st January, 1943.

The revised award is as follows:—

(a)

Salary range	Married Men	Single Men	Women
$ 480. to $1,200. p.a.	.....	.....	$15.50 p.m.
600. to 1,500. p.a.	$25.00 p.m.	$15.50 p.m.	.....
1,201. to 2,000. p.a.	.....	.....	12.50 p.m.
1,501. to 2,500. p.a.	19.00 p.m.	12.50 p.m.	.....
2,001. to 2,700. p.a.	.....	.....	9.50 p.m.
2,501. to 3,000 p.a.	12.50 p.m.	9.50 p.m.	.....

(b) Civil Service salaries lower than $480. per annum (women) and $600. per annum (men); Bonus will be the following percentage of actual salary, subject to the maximum rate per month shown:—

Salary range	Married Men	Single Men	Women
Less than $480. p.a.		.....	35%
Less than $600. p.a.	50%	35%	.....
Maximum monthly bonus	$25.00 p.m.	$15.50 p.m.	$15.50 p.m.

The following conditions apply:—

(1) Officials in receipt of free board and lodgings are to be paid one half of the approved War Bonus rates.

(2) War Bonus is not regarded as a pensionable emolument.

The adjustment of Bonus, for officials in receipt of salaries less than $600. in respect of January has been made on February salary.

INCREASE IN SALARY

Approval has been given to increase salaries of Postmasters and Postmistresses in receipt of less than $600. per annum. This increase became effective 1st January, 1943, and the adjustment for January salary has been made on February cheques.

A circular letter has been enclosed with February cheques for officials to whom this increase applies.

It should be noted that this increase does not apply to officials, other than Postmasters, at offices where there is more than one official.

SEMI-ANNUAL STATISTICS

The Semi-Annual statistics will be taken in April commencing on the first and ending on the 30th.

The following is reprinted from Post Office Circular dated the 6th March, 1941:—

"Since November, 1936, when the Semi-Annual Statistics were first compiled, statistical instructions will be found by referring to the index of the Circular, a copy of which has been sent to each Postmaster. The statistical instructions issued may also be found by referring to Post Office Circular of the 10th October, 1940, page 832 and to other Circulars to which the Circular of the 10th October, 1940, refers.

MAILS

Mails Lost by Enemy Action

It is notified for information that the undermentioned mails for Newfoundland from the United Kingdom have been lost by enemy action.

Letters posted in the London Area between 22nd and the 28th September, and the 5th to the 8th December, 1942, and elsewhere between the 21st and the 27th September and the 3rd to the 7th December, 1942.

Printed Papers posted in the London area from the 22nd to the 28th September and elsewhere from the 23rd to the 28th September, 1942.

Parcels posted all districts in the United Kingdom from the 22nd to the 28th September and from the 4th to the 8th December, 1942.

Train Schedule

The following Winter Schedule came into effect on the 10th January, 1943:—

EXPRESS TRAINS

Leave St. John's	5.00 p.m. Mondays and Thursdays.
Arrive Port Aux Basques	8.00 p.m. Tuesdays and Fridays.
Leave Port Aux Basques	9.00 a.m. Mondays and Thursdays.
Arrive St. John's	12.10 p.m. Tuesdays and Fridays.

CARBONEAR BRANCH

Leave St. John's	8.20 a.m. Tuesdays, Thursdays, Fridays and 7.30 p.m Saturdays.
Arrive Carbonear	1.05 p.m. Tuesdays, Thursdays, Fridays and 11.00 p.m. Saturdays.
Leave Carbonear	7.00 a.m. Mondays and Saturdays and 3.20 p.m. Tuesdays and Thursdays
Arrive St. John's	10.45 a.m. Mondays and Saturdays and 8.15 p.m. Tuesdays and Thursdays

ARGENTIA BRANCH

Leave St. John's	9.00 a.m. daily except Sundays
Arrive Argentia	1.30 p.m. daily except Sundays
Leave Argentia	4.30 p.m. daily except Sundays
Arrive St. John's	9.10 p.m. daily except Sundays

BONAVISTA BRANCH

Leave Bonavista	7.30 a.m. Mondays and Thursdays
Arrive Clarenville	1.15 p.m. Mondays and Thursdays
Leave Clarenville	1.07 a.m. Tuesdays and 7.07 a.m. Fridays
Arrive Bonavista	7.20 a.m. Tuesday and 1.20 p.m. Fridays

ACCOUNTING

Remittances

Postmasters are reminded that a remittance form must be enclosed with **each** remittance to the Cashier. If there are three or four remittances each remittance must have a separate remittance form.

The blue form which accompanies remittances must not be used as a remittance form.

War Savings Cards and Certificates

War Savings Cards and cash for War Savings Certificates must be enclosed in separate cashier envelopes and marked "War Savings Certificates.

TELEGRAPHS

Disciplinary Action in Connection with the Loss Of, and Errors in Telegrams

Owing to the increasing number of telegrams which are disclosed to have been lost within recent months, due, in practically all cases, to the failure of operators to carry out the regulation requiring the regular inspection of "Sent" files to ensure that all telegrams bear the proper evidence of transmission, and/or, failure properly to check numbers with the circuit number sheets, negligence which is tantamount to dereliction of duty, a more serious view of the matter is necessary. The present policy of imposing a fine of ten cents on the official responsible for the loss of a telegram shall therefore be discontinued and effective the 1st March, 1943, a fine equivalent to the amount of the charges on the telegram lost (which have to be refunded to the sender), shall be imposed on the official responsible, in respect of the first loss; for the second, loss of pay for one day; for the third more drastic disciplinary action will be considered.

The above will also apply to errors in figures or figure words, where it is shown that such errors were due to non-application of the regulation governing the transmission of figures and figure words.

Failure to produce proper proof of delivery of a telegram to the addressee on the part of the office of destination which results in a refundment of tolls being necessary will be treated as a lost message and the amount refunded will be chargeable to the official at fault.

In cases where responsibility cannot be definitely placed on one official the amount refunded will be charged equally between the officials concerned.

Officials are reminded that in many cases the amount to be refunded may be considerable and the decision to charge such refundments to the official responsible for the error or lost message is based on the fact that such occurrences are definitely the result of negligence and failure to carry out the simple and specific rules governing the proper checking of files, number sheets and repetition of figures and figure words. Such failures, besides being troublesome to users of the telegraph system, bring the work of the Department into disrepute and can be avoided if the staff gives proper attention to the regulations prepared for their guidance.

Receipts for Telegraphs Delivered

A receipt must be obtained for every telegram delivered. Should any office inadvertently run short of regular receipt forms, they should be made by the operator on a piece of paper of appropriate size.

Receipts must show full details, namely:—

(a) Time the telegram was sent out for delivery.

(b) Time it was delivered.

(c) Time the messenger or official returned, as well as:—

(1) Signature of the person to whom delivery was made.

(2) Signature of the messenger or official who made delivery.

In offices where Assistants or Messengers are employed, it is the duty of the official in charge to scrutinise each receipt immediately on return of the Assistant or Messenger.

When an opportunity occurs to send for delivery a telegram addressed to a point outside the free limit a receipt form should accompany it marked: "Please sign receipt form and return to this office by first chance or by mail." The name of the person by whom the telegram is taken for delivery and the time it is sent out must be noted on the office copy of the telegram and this must be kept out until return of receipt by the addressee or his agent. A further request or confirmation of delivery must be made if the receipt is not received within a reasonable time.

Attention is drawn to Secretary's Circular No. 54, 11th July, 1935, dealing with the delivery of telegrams mailed to post offices having no telegraph or telephone connection.

POST OFFICE CIRCULAR.

THURSDAY, 18th MARCH, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Hare Bay, B.B.	Miss Myrtle Wilkins to be Postmistress and Telephone Attendant as from the 1st March, 1943.
Cape LaHune	Mr. Lester Melbourne to be Postmaster and Operator as from the 8th March, 1943.
Grand Falls	Miss Bride Walsh to be Messenger as from the 1st March, 1943.
Grand Falls	Mr. Warrick Boone to be Letter Carrier as from the 1st March, 1943.
Port Aux Basques	Mr. William Dutot to be Messenger as from the 4th March, 1943.
Fortune	Miss Alice Mayo to be Messenger as from the 1st March, 1943.
St. John's Telegraphs	Mr. Edward Fraize to be Learner as from the 8th March, 1943.
Goose Cove	Mrs. William McDonald to be Postmistress and Telephone Attendant as from the 1st December, 1942.
Corner Brook	Mr. Oswald Pennell to be Messenger as from the 23rd February, 1943.
Corner Brook	Miss Stella Lee to be Messenger as from the 18th February, 1943.

TRANSFERS

Topsail	Mr. E. D. Chislett, Postmaster Burin to be Postmaster Topsail as from the 20th February. 1943.
St. John's Head Office	Mr. L. Vallis, Postmaster Topsail to be Acting Inspector, Head Office, as from the 1st December, 1942.

RETIREMENTS

Goose Cove	Mr. M. J. McDonald, Postmaster and Telephone Attendant, as from the 30th November, 1942.

OBITUARY

The Department regrets to announce the following deaths:—

Of Mr. Stephen Fiander, Postmaster and Operator, St. Albans, who died on the 7th March, 1943, at Grand Bank. Mr. Fiander entered the service as Postmsater at Coomb's Cove, on the 27th June, 1927.

Of Miss Uriel Hannon, Acting Postmistress and Operator at Avondale, who died on the 11th March, 1943. Miss Hannon entered Avondale office in November 1942.

VACANCY

St. Albans . ... Applications addressed to the Secretary will be received up to the 27th March for the position of Postmaster and Operator at a salary of $600. per annum with War Bonus of $186. p.a. for single men and women and $300. for married men. Applicants should give full particulars.

MAILS

Parcel Post

The attention of all officials is drawn to the fact that parcels containing foodstuffs may now be accepted for members of the Forestry Units Overseas. This announcement supercedes the instructions on page 1250 of the Post Office Circular of the 18th February, 1943, with reference to parcels for the Forestry Units.

The regulations limiting the weight to four (4) pounds of foodstuffs and the non-inclusion of tea and sugar in these parcels still apply.

Mail Service to China Resumed

Non-air mail service to the unoccupied portion of China, which was suspended in June, 1942, has been resumed for all classes of mail **except parcel post**.

Airgraph Messages for Armed Forces in North Africa and West Africa

Airgraph messages may now be accepted when addressed to members of the Newfoundland, Canadian, British and Allied Armed Forces serving in North Africa and West Africa.

"North Africa" should be inserted after "Mauritius" and "West Africa" inserted after "Occupied Territory of Italian Somaliland (Somalia)" in (a) of the list on page 1230 of the Post Office Circular of the 10th December 1942.

Airgraph messages may not be sent to civilians in North and West Africa. Such messages are not to be accepted.

Airgraph Messages to Civilians in Syria

Airgraph messages addressed to civilians in Syria may now be accepted.

"Syria" should be inserted after "Southern Rhodesia" in (b) of the list relating to civilians on page 1230 of the Post Office Circular of the 10th December, 1942.

Mail Service Resumed to Switzerland for Personal Correspondence

Mail service has been resumed to Switzerland for personal correspondence. This service is restricted to letters and postcards on strictly personal and private matters. Such correspondence cannot be registered.

All correspondence for Switzerland is now subject to enemy censorship and this Department is unable to guarantee delivery or undertake enquiry concerning delay or delivery.

Parcel Post

Parcels, addressed to members of the Armed Forces and Forestry Units are being received at the General Post Office, St. John's, without the Customs Declaration Form. This Form must be attached to parcels and should describe contents fully and give weight of parcel. The failure to comply with this regulation subjects the parcel to examination at Head Office and causes delay and inconvenience.

ACCOUNTING

Registration Card as Means of Identification

Due to the fact that, on several occasions, payment of Money Orders has been made to the wrong party who had obtained possession of the Order in some unaccountable way, it is necessary for the protection of the Postmasters that some means of identification should be shown if the person presenting the order is unknown.

All persons over 16 years of age are now in possession of Registration cards and the person presenting the money order may be identified by such a card as the owner of the Money Order or a member of his immediate family.

Payment to minors should not be made unless they are known to the Postmaster.

Sterling Exchange Table (Paying) $4.43 £1.

£		$	S		$	D		$
1		4.43	1		.22	1		.02
2		8.86	2		.44	2		.04
3	=	13.29	3		.66	3	=	.06
4	=	17.72	4	=	.88	4	=	.07
5	=	22.15	5	=	1.11	5	=	.09
6	=	26.58	6	=	1.33	6	=	.11
7	=	31.01	7	=	1.55	7		.13
8	=	35.44	8	=	1.77	8	=	.15
9	=	39.87	9	=	1.99	9	=	.17
10	=	44.30	10	=	2.22	10	=	.18
11	=	48.73	11	=	2.44	11		.29
12	=	53.16	12	=	2.66			
13	=	57.59	13	=	2.88			
14	=	62.02	14	=	3.10			
15	=	66.45	15	=	3.33			
16	=	70.88	16	=	3.55			
17		75.31	17		3.77			
18	=	79.74	18	=	3.99			
19		84.17	19	=	4.21			
20	=	88.60						

Sterling Exchange Table (Issuing) $4.47 £1.

£		$	S		$	D		$
1	=	4.47	1	=	.22	1		.02
2	=	8.94	2	=	.44	2	=	.04
3		13.41	3	=	.67	3		.05
4	=	17.88	4		.89	4	=	.07
5	=	22.35	5	=	1.12	5	=	.09
6	=	26.82	6	=	1.34	6	=	.11
7	=	31.29	7	=	1.56	7	=	.13
8	=	35.76	8	=	1.79	8	=	.15
9	=	40.23	9	=	2.01	9		.17
10	=	44.70	10	=	2.24	10	=	.19
11	=	49.17	11	=	2.46	11	=	.21
12	=	53.64	12	=	2.69			
13	=	58.11	13	=	2.91			
14	=	62.58	14	=	3.13			
15	=	67.05	15	=	3.36			
16	=	71.52	16	=	3.58			
17	=	75.99	17	=	3.81			
18	=	80.46	18	=	4.03			
19	=	84.93	19	=	4.25			
20	=	89.40						

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order service during June, 1942:

Office	No. of Errors	No. of Orders Issued and Paid During June 1942
Aguathuna	7	112
Argentia	7	1555
Bay L'Argent	5	161
Bell Island Mines	6	745
Bonavista	4	778
Botwood	5	819
Burin North	5	294
C.A.P.O. No. 1	4	571
Catalina	5	330
Fox Harbour	8	164
Gambo	4	313
Lawn	5	58
Lewisporte	10	498
Long Harbour, P.B.	4	62
Marystown	8	230
Pass Island	4	60
Portugal Cove, C.B.	4	20
St. Brendan's	7	119
St. Bride's	6	61
St. John's East	7	1117
St. John's General	11	4600
St. John's West	7	130
Whitbourne	6	191

Total Number of Orders Issued during June, 1942	29,542
Total Number of Orders Paid during June, 1942	13,202
	42,743
Total Number of Errors	325
Percentage of errors	.76
That is, approximately seven errors for each 1000 issued and paid.	
Total Number of Figure Errors	234
Percentage of figure errors	.66
That is, approximately six errors for each 1000 issued and paid.	

TELEGRAPHS

Telegraph Traffic February

Class	1942	1943	Increase	Decrease
Paid telegrams (includes Priority)	39,002	50.766	11,764	
Priority	3,945	6,527	2,582	
Phono-telegrams	1,397	1.478	81	
Total Paid Traffic	40.399	52,244	11,845	
Dead-Head and Service messages	4,706	7,362	2,656	
Telegram equivalent public despatch	2,530	3,130	600	
Total Traffic	47,635	62,736	15,101	

Fines were imposed on nine officials in connection with failures, delays and errors.

NOTE: Traffic for 1942 was subnormal owing to a partial disruption of the Service during the first half of the month following a severe glitter storm.

Interruptions to Telephone Circuits

Postmasters at controlling offices are reminded to report promptly interruptions, total or partial, of telephone circuits. The necessity for promptness in this connection at the present time when delay in having an interrupted circuit restored may have serious consequences is vital to the defence of the Country, therefore, serious notice will be taken of any failure in this respect.

POST OFFICE CIRCULAR.

THURSDAY, 1st APRIL, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Saf eHarbour.... ....Mrs. Thomas Gillingham to be Postmistress and Telephone Attendant as from the 16th March, 1943.

Gambo ... .Miss Pearl Sturge to be Messenger-Assistant as from the 12th March, 1943.

TRANSFERS

Pool's Cove ... .Mr. Archibald Williams, Postmaster and Operator Cape La Hune, to be Postmaster and Operator Pool's Cove, as from the 18th March, 1943.

RETIREMENT

Port Union ... .Mr. Daniel King, Postmaster and Operator, retired on medical grounds as from the 28th February 1943.

VACANCIES

Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received for the following positions:—

St. Albans ... .Position of Postmaster and Operator. Salary $600.00 per annum with war bonus.

Corner Brook ... .Position of Assistant. Salary $660.00 per annum rising by annual increments of $40.00 to $900. and thence by increments of $50.00 to $1250.00 per annum with War Bonus.

Port Saunders ... .Position of Postmaster and Operator. Salary $600.00 per annum with War Bonus.

Applicants should state their names in full, date of birth, educational qualifications, whether married or single and departmental experience.

SICK LEAVE

In spite of repeated instructions officials not infrequently remain off duty on sick leave for more than four consecutive days without forwarding a medical certificate

The regulations state:—

"1. When illness extends beyond four days a certificate of a duly qualified medical practitioner must be furnished stating the nature of the officer's illness and the probable date of resumption of duty. If the officer is unfit for duty at the expiration of the period indicated by such certificate, the certificate must be renewed."

2. The number of days for which pay may be given without a medical certificate may in no case exceed seven in any period of twelve months."

These regulations are known to all officials and it is the duty of officials on sick leave to comply with them. A medical certificate must be produced not later than the fifth day where an official is off duty on more than four consecutive days; also a certificate must be produced for sick leave in excess of a total of seven days without a certificate in any period of twelve months

These regulations will be strictly enforced in future and if a medical certificate is not produced, as required by the regulations, the absence will be regarded as absence without leave and the appropriate deduction made from the salary of the official concerned.

MAILS

Parcel Post

With reference to the notice on page 1258 of the Post Office Circular of the 18th March, 1943, to the effect that parcels containing foodstuffs may now be accepted for the Newfoundland Forestry Units Overseas, it is notified that these parcels must bear the following address:—

(NAME)
c/o The Officer in Charge
Newfoundland Forestry Unit,
22 Drumshugh Gardens,
Edinburgh, Scotland.

The foodstuffs in any such parcel must not exceed four pounds in weight nor contain tea or sugar.

Postmasters are advised to copy the above address and have it posted in a convenient and conspicuous place in their offices with a notation to the effect that it is the address which must be used for parcels to members of the Forestry Units.

STERLING CURRENCY NOTES NOT TO BE ACCEPTED AT POST OFFICES

Sterling Currency Notes of any denomination must not be accepted in payment of any Post Office business.

Should any member of the public tender Sterling Currency Notes in payment of any Postal or Telegraph charges, the incident should be reported to the Secretary immediately by telegram, giving the name and address of person tendering and the amount of sterling.

COMMUNICATION WITH PRISONERS OF WAR AND CIVILIAN INTERNEES IN JAPANESE-OCCUPIED TERRITORIES

Reference is made to the notice appearing on page 1190 of the Post Office Circular of the 23rd July, 1942, on the above subject.

Postmasters are informed that Postal Service has now also been established for Prisoners of War and Civilian Internees in the following Japanese-Occupied Territories:—

Thailand	Malaya	Philippine Islands
Java	Borneo	

Letters and Post Cards only.

The service, effective immediately, is confined to Letters and Postcards which may be posted in the ordinary way. **Letters and Postcards must only deal with purely personal matters.**

No postage is required.

Parcels and other classes of mail will **not** be forwarded.

The air letter card (white) available for writing to Prisoners in Germany and Italy should not be used for communication with Prisoners in Japan and Japanaese-occupied Territories. Facilities are not available for an air mail service.

In order to facilitate delivery, letters should be limited to one a month, be brief and written clearly, and, if possible. typed. If they are not typed, they must be written in "CAPITAL" letters and restricted to two sides of an ordinary sheet of paper. Non-observance of this advice may result in non-delivery of individual letters and, also, may cause delay to others.

Picture postcards or pictorial matter of any kind must not be sent, (although an exception is made in the case of snapshots or unmounted photographs of a personal nature).

Method of address where the name of the internment camp is known.

Letters and postcards for Prisoners of War should bear, in the upper left hand corner, the words:

"Prisoner of War Post"
"Service des prisonniers de guerre"

The address PRINTED in capital letters should be in the following form:—

OFFICERS	Rank, initials followed by name. Service designation (i.e. R.A.F., R.C.N.V.R, etc, and regiment, corps or name of ship, etc.) Name of internment camp. Locality (i.e. name of place in Japan or Japanese-occupied Territory).
OTHER RANKS.	Personal number (for Army and Air Force) or official number (for Naval ratings). Initials followed by name. Service designation (i.e. R.A.F., R.C.N.V.R, etc, and regiment, corps, or name of ship, etc.) Name of intermnnet camp. Locality (i.e. name of place in Japan or Japanese-occupied Territory).
LOCAL DEFENCE FORCES.	Initials, followed by name. Name of Unit. Name of Internment Camp. Locality (i.e. name of place in Japan or Japanese-occupied Territory).
CIVILIAN INTERNEES	Initials, followed by name. Canadian, Newfoundland (or British, etc.) civilan internee. Name of internment camp. Locality (i.e. name of place in Japan or Japanese-occupied Territory).

Method of address where the name of the internment camp is not known.

The address should show in addition to particulars as to the name, rank, unit, regiment or service, the locality where the prisoner or internee was last serving or residing, and should clearly bear the words "c/o JAPANESE RED CROSS, TOKYO."

Sender's address should be given.

All letters for Prisoners of War and civilian internees in Japanese hands should have the name and address of the sender written on the back of the envelope. The letter itself should also bear at the top the full address of the prisoner.

It should be noted, however, that if the sender is serving with the British or Allied Forces, whether in Canada or abroad, he must **on no account** give the address of the unit; instead the address of a relative or friend should be given, who would be willing to send on any letters received from the prisoner.

TELEGRAPHS

Local News Bulletin

In future, messages directed from one individual to another for broadcasting on the radio in local news bulletins must not be accepted by Postmasters unless the message is of a very urgent nature and it is known that the person or persons to whom the message is addressed cannot be reached by telegraph. A message which has as its object the saving of life or the immediate allaying of physical suffering may be regarded as very urgent and should be accepted; but messages which state that the sender is well, has recovered from illness, is leaving for home or matters of no immediate urgency should not be accepted for inclusion in local Radio news bulletins. Such messages are not news items of general interest and they absorb much broadcasting time. The telegraph system exists for the handling of these, and persons handing in these messages should be informed by the Postmaster that they cannot be accepted for broadcasting, and even if accepted they cannot be broadcast in future.

Aircaft Detection Service

The following watch arrangements, for out of regular office hour periods, at offices at which the twenty-four hour service is maintained, came into effect on the 19th March, 1943:

Beginning on the hour, TOPSAIL, PLACENTIA, BOTWOOD and CHANNEL will listen in on wireless every alternate ten minute period, that is, on the hour to ten minutes past; twenty minutes after the hour to half past; and so on.

Beginning ten minutes past the hour GARNISH and ENGLEE will listen in every other alternate ten minute period, that is, from ten minutes past the hour to twenty minutes past; half past to twenty minutes to the hour; and so on.

At the beginning of each ten minute watch period offices will sign their office calls and then signal the correct time.

PLACENTIA and BOTWOOD will watch on the ST. JOHN'S landline circuit during the ten minutes off-wireless periods.

CORNER BROOK will watch on the ST. JOHN'S circuit every alternate ten minute period beginning on the hour.

CORNER BROOK and CHANNEL will watch for each other every alternate ten minute period beginning ten minutes past the hour.

ST. JOHN'S will contact TOPSAIL, PLACENTIA, BOTWOOD and CORNER BROOK at least twice each hour.

Any failure or irregularities in connection with these arrangements must be noted in the office diary and promptly reported to Head Office.

When an office has an A.D.C. message to transmit, the following will be the procedure:—

The office will call its own Watch Office for one full minute, if contact is not made in this period, the message will be transmitted (broadcast) transmitting each word twice. If receipt is not acknowledged by the watch office, repeat the procedure for fifteen minutes and, if, at the end of this period acknowledgment is not received from some Watch Office, transmit the message once more and signal the words "Closing Down", followed by the Office Call Sign. Failure to make contact should be reported to Head Office as promptly as possible, giving the exact time the Watch Office was first called and the time of the first broadcast transmission and any other information which might be considered necessary.

ACCOUNTING

Remittances

Postmasters are reminded that a remittance form must be enclosed with each remittance to the Cashier. If there are three or four remittances, each remittance must have a separate remittance form.

The remittance forms must show all the necessary particulars, such as, the name of the office, date, amount of cash remitted and signature of the Postmaster (not initials) and the account to which the remittance is to be credited.

War Savings Remittances

Remittances have been received by the Cashier, Head Office, on War Savings Stamp account on the General Remittance Form. The War Savings Certificate Remittances Form (Pink) must be used for remittances on War Savings Stamp account also and it should be stated on the remittance form "War Savings Stamps."

POST OFFICE CIRCULAR.

THURSDAY, 15th APRIL, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

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APPOINTMENTS AND VACANCIES

All appointments during the war are made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Carbonear.... ....Miss Bernice Powell to be Messenger-Assistant as from the 1st April, 1943.

Gambo ... .Miss Venus Lush to be Messenger-Assistant as from the 12th April, 1943.

St. John's, G.P.O..... ....Miss Mary Butler to be Counter Clerk as from the 1st April, 1943.

Botwood Wireless.... ....Miss Elizabeth Perry to be Messenger-Assistant as from the 30th March, 1943.

Carbonear.. ....Mr. William Quinn to be Messenger as from the 1st April. 1943.

Grand Bank ... .Mr. James Whiteway to be Messenger as from the 1st April, 1943.

TRANSFERS

St. Alban's ... .Miss Vera Ingraham, Postmistress and Operator Pass Island, to be Postmistress and Operator St. Alban's as from the 10th April, 1943.

CORRESPONDENCE WITH FOREIGN ADMINISTRATIONS

It has recently come to notice that some Postmasters are corresponding with Foreign Administrations with respect to inquiries on postal matters.

This is contrary to regulations. All inquiries to foreign Administrations must circulate through Head Office.

It has also been observed that officials of this Department have been corresponding with the Heads of other Departments with respect to salaries and other matters. This is irregular. In all cases when a subordinate official desires to communicate with any other Government Department on any matter whatsoever all correspondence should be forwarded to the Head of his Depart-

ment, who will pass it to the Secretary to be forwarded to the Department concerned. In the same way subordinate officials at Outport Post Offices are forbidden to have direct communication with Head Office. All correspondence in this case including applications for vacancies must be forwarded through the Postmaster or official in charge.

ANNUAL LEAVE

In order to grant two weeks annual leave for officials at telegraph offices for the year 1943, it will be necessary to have a large staff of relief officials. At the present time there are insufficient relief officials available to relieve all offices due to present conditions which have seriously depleted the available relief staff. With this in mind it is hoped that all Postmasters will forward to the Staff Clerk the names of ex-officials, students and other persons with telegraph qualifications who would be available for relief work during the coming leave period. If possible Postmasters should give as much information on these persons as may be obtained, and which may be of benefit in arranging relief.

All Officals are advised to accept their annual leave when arranged as no guarantee will be given that leave will be arranged later in the year.

Postmasters who have students learning telegraphy and postal work should give all possible assistance to them in order that they may become qualified to assume relief duty during the leave period.

TELEGRAPHS

Telegraph Traffic March

Class	1942	1943	Increase	Decreas
Paid telegrams (includes priority)	49,513	58,543	9,030	.....
Priority	6,269	7,708	1,439	.....
Phono-telegrams	1,498	1,537	39	.....
Total Paid Traffic	51,011	60,080	9,069	.....
Deadhead and Service Messages	5,458	7,931	2,473	.....
Telegram Equivalent Public Despatch	3,580	3,570	.....	10
Total Traffic	60,049	71,581	11,532	.....

Since the 1st March, fines have been imposed on officials as follows:—

Officials	Amount of Fine
1	$1.15
1	.80
1	.39
9	10.

Routing Indicator

The following notice taken from page 403 is repeated:—

"Serious attention is again called to the importance of transmitting the routing indicator on telegrams for points outside Newfoundland. The Department has had frequent complaints that telegrams have been wrongly routed and investigation shows that it is due to the routing indicator being dropped in transmission. The sender's wishes should be carried out; and to prevent a repetition of this error sending Operators are directed to confirm the routing indicator at the end of a message and the receiving operator is to write or type confirmation on the lower left hand corner of the telegram."

Telegrams for Government Departments

Attention is again directed to the acceptance of "collect" telegrams for Government Departments from persons having no official standing. This applies particularly to the Department of Public Health and Welfare.

Telegrams must not be accepted "collect" for Government Departments except from recognized officials of the Department concerned, who should be requested to show their authority to send telegrams and to sign their official status or rank on the face of the telegram.

Special care should be given in this connection to telegrams handed in "collect" and addressed to the Department of Public Health and Welfare.

Telegrams from private individuals to that Department quoting prices for the supply of goods or material must be fully prepaid.

Expeditionary Force Messages (via Imperial)

Effective the 1st May, 1943, Standard texts will be accepted for India, replacing the present service of texts of senders own compositions.

The same rate as to all other Empire points to which this service is available will apply.

Commercial Cable Company Facilities

The above named Company has advised that it will shortly open on a twenty-four hour basis, its own cable office at 1332 Connecticut Avenue, **Washington**, D.C., U.S.A., on or about the 10th April, 1943, and shall operate its own circuits between there and **New York**, thereby placing all points on its cable system in direct communication with **Washington** via its own lines, and which will eliminate delays in transmission to a minimum.

Censorship

Several infractions of the regulation, which is republished below, have recently been reported and are being investigated.

> "The use of the wireless must be confined to the absolute needs of the Service only. Any Operator breaking this rule will be heavily punished and is liable to be summarily dismissed from the Service."

This shall be taken as the final warning in this connection and an Official guilty of a breach of the above vital wartime regulation shall be liable to instant dismissal and probably prosecution.

ACCOUNTING

War Savings Stamps and Cards

Complaints have been received from school teachers and other persons that insufficient stocks of War Savings Stamps and Cards are carried by the various Post Offices.

There is no limit to the amount of War Savings Stamps allowed to Post Offices and Postmasters should see that a plentiful supply is on hand at all times to meet requirements particularly during school terms. Postmasters are requested to check over their stocks and, if low, to send a requisition to the Chief Accountant for a supply immediately. (Requisitions for Stamp Cards should be addressed to the Stores Division).

Any Office which has not been supplied with War Savings Stamps should requisition for a supply if there are any requests from the public for them.

Some misunderstanding appears to exist with regard to the number of Stamps allowed to any one person. Any amount of stamps may be sold, but if a person requires a War Savings Certificate he or she should not be given $2.50 in stamps to be placed on a Card in payment of same. The application form only should be used in this case.

Stolen U.S. Postal Money Order Forms Recovered

The following United States Postal Money Order Forms which were reported stolen have now been recovered:—

Mount Gay, W. Va..... 33,814 to 34,000

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Hartford Sta. 1. Conn..... 209.439 to 209,800
Nason, Ill..... 28,768 to 29,200
Oakley, Ill..... 27,679 to 27,800
Garland, N.C..... 114,507 to 114,600
Indianapolis, Sta. 25, Ind..... 125,638 to 125,800
Reigelsville, Pa..... 106,493 to 106,600

The above Orders, if presented at a Newfoundland Office, must not be paid.

POST OFFICE CIRCULAR.

THURSDAY, 29th APRIL, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Botwood ... .Mr. Reginald Sharron to be Messenger-Assistant 15th April, 1943.

Wellington ... .Mrs. William S. Mercer to be Telephone Attendant effective 1st November, 1942.

Corner Brook ... .Miss Marie Stratton to be Messenger as from the 16th April, 1943.

Avondale ... . Miss Ellen Hnnessey to be oPstmistress and Telephone Attendant as from the 15th April, 1943.

Corner Brook ... .Miss Stella Lee to be Learner as from the 16th April, 1943.

Corner Brook ... .Mr. Edward Delaney to be Messenger as from the 14th April, 1943.

PROMOTION

Corner Brook ... .Miss Margaret Flynn, Learner Corner Brook, to be Assistant as from the 16th April, 1943.

CHANGE IN STATUS

Avondale ... .The Telegraph Office at Avondale was converted to Money Order-Telephone Office as from the 15th April, 1943.

FACILITIES INSTALLED

Quirpon ... .Money Order facilities were installed at Quirpon on the 26th January, 1943.

POST OFFICE CIRCULAR

An index for Post Office Circulars, pages 1085 to 1236, is now in course of preparation and it is hoped to have it ready for distribution early in the next month. One copy will be sent to each office and on its receipt the Circulars to which it refers should be bound together and kept in a convenient place for easy reference.

Postmasters should ascertain if there is a complete set of Circulars for the year 1942 in their office and if any are missing they should write to the Staff Clerk for fresh copies.

Requests have been received from some Postmasters for Circulars on dates on which Circulars were not issued. It is pointed out that as from the 11th June, 1942, Post Office Circulars were issued fortnightly and not weekly as previously to that date.

ACCOUNTING

List of Money Order Offices in Newfoundland and Newfoundland-Labrador

Aguathuna
Arnold's Cove *
Argentia
Avondale
Badger
Badger's Quay
Baie Verte
Baine Harbour
Battle Harbour §
Bay Bulls
Bay de Verde
Bay L'Argent
Bay Roberts
Beaumont
Bell Island Mines
Belleoram
Bellevue
Bishop's Falls
Blaketown
Bloomfield
Bonavista
Bonne Bay
Botwood
Bragg's Island
Branch
Brig Bay
Brigus
Britannia
British Harbour
Broad Cove, B.D.V.
Brookfield
Brooklyn
Brownsdale
Buchans
Burgeo
Burgoyne's Cove
Burin North
Burlington
Burnside
Campbellton
Cape Broyle
Cape La Hune
Carbonear
Cape St. George
Carmanville
Cartwright §
Cartyville
Catalina
Chance Cove East
Change Islands
Channel
Charleston
Clarenville
Clarkes Beach
Coachman's Cove
Codroy
Conception Harbour
Conche
Cook's Harbour
Coomb's Cove
Corner Brook
Cow Head
Cox's Cove
Cupids
Curling
Daniel's Harbour
Deep Bight
Deer Lake
Dildo
Dunville
Eastport
Elliott's Cove
Elliston
Englee
English Harbour, T.B.
English Harbour West
Epworth
Exploits
Fair Islands
Fermeuse
Ferryland
Flat Islands, B.B.
Flat Islands, P.B.
Flower's Cove
Fogo
Fortune
Fortune Harbour
Fox Harbour, P.B.
Francois
Freshwater, B.D.V.
Freshwater, P.B.
Gambo
Gander
Gander Bay
Garnish
Gaultois
Glenwood
Glovertown
Gooseberry Cove
Grand Bank
Grand Bruit
Grand Falls
Grate's Cove
Great Burin
Green's Harbour
Greenspond
Groais Islands
Griguet
Hampden, W.B.
Hant's Harbour
Harbour Breton
Harbour Buffett
Harbour Deep
Harbour Grace
Harbour Main
Harcourt
Hare Bay
Harry's Harbour
Haystack
Heart's Content
Heart's Delight
Hermitage
Herring Neck
Hickman's Harbour
Hillview
Hillgrade
Hodge's Cove
Holyrood
Horse Islands
Horwood
Howley
Humbermouth
Indian Islands
Ireland's Eye
Isle Aux Morte
Jackson's Arm
Jackson's Cove
Jamestown
Jeffrey's
Jersey Harbour
Jerseyside, P.B.
Joe Batts Arm
Keels
Kelligrews
King's Cove
King's Point
Ladle Cove
Lady Cove
Lamaline
Lapoile
Lark Harbour
La Scie
Laurenceton
Lawn
Lethbridge
Lewisporte
Little Bay, N.D.B.
Little Bay Islands
Little Bay West
Little Heart's Ease
Little Paradise
Lomond
Long Beach
Long Harbour P.B.
Loon Bay
Lower Island Cove
Lumsden
Lush's Bight
Manuels
Marquise
Marystown
Marystown South
Merasheen
Millertown
Millertown Junction
Monroe, T.B.
Milltown, H.B.
Milton
Moreton's Harbour
Mount Carmel
Musgrave Harbour
Musgravetown
New Bonaventure
New Harbour, T.B.
Newman's Cove
New Melbourne
New Perlican
Newstead
Newtown
Nipper's Harbour
Norris Arm
Norris Point
Northern Arm
Northern Bay
North Harbour, P.B.
Oderin
Old Perlican
Openhall
Pacquet
Parson's Pond
Pass Island, F.B.
Petite Forte
Petites
Petty Harbour
Pilley's Island
Pinchard's Island
Placentia
Point Leamington
Pool's Cove
Pool's Island
Port Anson
Port Au Bras
Port Au Choix
Port Au Port
Port Aux Basques
Port Blandford
Port De Grave
Port Rexton
Port Saunders
Portugal Cove, C.B.
Port Union
Pouch Cove
Princeton
Pushthrough

Quirpon
Ramea
Red Island, P.B.
Rencontre, F.B.
Rencontre, H.B.
Renews
Robert's Arm
Rocky Harbour
Roddickton
Rose Blanche
Round Harbour
St. Alban's
St. Andrew's
St. Anthony
St. Bernard's
St. Brendan's
St. Bride's
St. David's
St. Fintan's
St. George's
St. Jacques
St. John's, G.P.O.
St. John's East
St. John's West
St. Jones Within
St. Joseph's, Sal.
St. Kyran's
St. Lawrence
St. Mary's
St. Shott's
St. Vincent's
Sagona
Salmon Cove, B.D.V.
Salvage
Sandy Point
Seal Cove, W.B.
Searston
Seldom Come By
Sound Island
Southern Bay §
Spaniard's Bay
Springdale
Stephenville
Stephenville Crossing
Stone's Cove
Summerford
Summerville
Sunnyside, T.B.
Tack's Beach
Terra Nova §
Tilt Cove
Tilting
Tizzard's Harbour
Topsail
Traytown
Trepassey
Trinity, T.B.
Trinity, B.B.
Trinity East
Triton West
Trout River
Twillingate
Victoria Cove
Victoria, B.D.V.
Wesleyville
Western Bay
Westport
Whitbourne
Windsor
Winterton
Wood's Island
C.A.P.O. 1
C.A.P.O. 2
C.A.P.O. 3
C.A.P.O. 4
C.A.P.O. 5
H.M.C.S. Avalon

* Newfoundland-Labrador Offices.
§ Paying Offices only.

MAILS

Cessation of Winter and Commencement of Summer Courier Services

Postmasters at the offices affected should note the cessation of Winter Courier Services and Commencement of Summer Courier Services as indicated below:—

ROUTE 1

Winter Service to cease.

(a) Holyrood to Salmonier; (b) Colinet to Salmonier; (c) St. Mary's to Salmonier.
The last trip over these routes will be made on Thursday, the 29th April, 1943.

Summer Service to Commence.

(a) Holyrood to Salmonier; (b) Colinet to Salmonier; (c) St. Mary's to Salmonier.
The first trip will be made on Tuesday, the 4th May, and each Tuesday and Friday thereafter until further notice.
The mails for these services will be despatched by the Argentia train leaving St. John's at 9 a.m. Tuesdays and Fridays.

ROUTE 2

Winter Service to Cease.

(a) Carbonear to Ochre Pit Cove; (b) Ochre Pit Cove to Old Perlican.
The last trip will be made on Wednesday, the 28th April, 1943.
(c) Grates Cove to Old Perlican; (d) Bay de Verde to Old Perlican.
The last trip will be made on Thursday, the 29th April, 1943.

Summer Service to Commence

(a) Carbonear to Grates Cove.
The first trip will be made on Saturday, the 1st May, 1943, and each Wednesday and Saturday thereafter until further notice.

ROUTE 3

Winter Service to Cease.

Whitbourne to Green's Harbour; (b) Heart's Content to Green's Harbour.
The last trip will be made on Friday, the 30th April, 1943.
(c) Heart's Content to Carbonear.
The last trip will be made on Wednesday, the 28th April.
(d) Heart's Content to Brownsdale.
The last trip will be made on Thursday, the 29th April.

Summer Service to Commence.

(a) Heart's Content to Whitbourne.
The first trip will be made on Monday, the 3rd May, and each Monday and Friday thereafter until further notice.

(b) Heart's Content to Brownsdale.

The first trip will be made on Tuesday, the 4th May, and each Tuesday and Saturday thereafter until further notice.

(c) Carbonear to Brownsdale.

The first trip will be made on Wednesday, the 5th May, and each Wednesday thereafter until further notice.

Mails for routes (a) and (b) will be despatched to Whitbourne by the Argentia Train leaving St. John's 9 a.m. Mondays and Fridays and for route (c) to Carbonear by the Carbonear Train leaving St. John's 8.20 a.m. Tuesdays.

ROUTE 4

Winter Service to Cease.

(a) Norman's Cove to Railway; (b) Bellevue East to Railway.

The last trip will be made on Thursday, the 29th April, 1943.

Summer Service to Commence.

(a) Whitbourne to Bellevue.

The frist trip will be made on Friday, the 7th May, and each Friday thereafter until further notice.

ROUTE 5

Winter Service to Cease.

(a) Clarenville to Britannia; (b) Britannia to Deer Harbour; (c) Milton to Burgoynes Cove.

The last trip will be made Tuesday, the 27th April.

Summer Service to Commence

(a) Clarenville to Hickman's Harbour; (b) Milton to Thoroughfare; (c) Thoroughfare to Deer Harbour.

The first trip will be made on Tuesday, the 4th May, and each Tuesday thereafter until further notice.

Effective from Tuesday, the 27th April, all mail for Britannia, Thoroughfare, Petley and Deer Harbour will be despatched **via Milton** instead of via Clarenville.

TELEGRAPHS

Community Telephones

On and from Monday, the 19th April, 1943, the rules governing the operation of community Telephones on page 703 of the Post Office Circular dated the 29th February, 1940, are cancelled and the ordinary practice in use on Departmental lines will apply. All telegrams (Phono-telegrams) must be written on regulation forms and passed to the Telephone Attendant for transmission at the phonotelegram rate of 15 cents for 10 words or less and one cent for each additional word. No person may enter the office to use the telephone except persons who rent private telephones on the same line. Messages from such subscribers may also be handled free of charge, but other persons may not be called to the Telephone by subscribers.

If your office is not already supplied with the necessary stationery (forms) including Phono-telegram account statement form number 1013, these should be requisitioned immediately.

Change of Routing

The following changes in routing were made effective the 15th April, 1943:—

BOTWOOD WIREESS OFFICE will repeat and check for GLENWOOD, NOTRE DAME JUNCTION, NORRIS ARM and LEWISPORTE.

GANDER will repeat for ARNOLD'S COVE, CLARENVILLE, PORT BLANDFORD and GLOVERTOWN.

CENSORSHIP

Unauthorized Use of the Wireless

Further reference is made to the notice which appears on page 1267 of the Post Office Circular regarding the regulation governing the unauthorized use of the wireless:

> Practice by students on the wireless is strictly prohibited. Students who are qualified may, however, listen-in but not transmit.

POST OFFICE CIRCULAR.

THURSDAY, 13th MAY, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Joe Batt's Arm ... .Miss Myra Brett to be Postmistress and Telephone Attendant as from the 7th May, 1943.

Harbour Mille ... .Mrs. Fred Barnes to be Postmistress and Telephone Attendant as from the 2nd May, 1943.

Petites ... . Mrs. H. E. Gosse to be Postmistress and Telephone Attendant as from the 1st May, 1943.

Chamney's East ... .Mrs. Charles Nurse to be Postmistress and Telephone Attendant as from the 1st May, 1943.

Goulds, St. John's West .. .. Mrs. Walter Williams to be Postmistress as from the 9th April, 1943.

PROMOTIONS

St. John's, G.P.O. ... .Mr. William Day, Assorter, to be Postal Overseer as from the 10th May, 1943.

St. John's, Parcel Post .. .. Mr. Frank House, Assorter, to be Postal Overseer as from the 10th May, 1943.

TRANSFERS

Port Union ... .Mr. M. C. L. Pickett, Postmaster and Operater Flat Islands, B.B., to be Postmaster and Operator Port Union as from the 1st May, 1943.

Gander ... .Mr. Ronald W. Abbott, Assistant Bonavista, to be Assistant Gander as from the 29th April, 1943.

OBITUARY

The Department regrets to announce the death of Mrs. Lucy Stacey, Postmistress and Operator at Lamaline.

Mrs. Stacey entered the service in September, 1932.

FACILITIES WITHDRAWN

Princeton ... .Morse facilities have been withdrawn from the Railway Postal Office at Princeton and Telephone facilities were installed in a Postal building. Telegraph traffic for Princeton and the telephone offices formerly served by Princeton will circulate via King's Cove.

POST OFFICE CIRCULAR

The index for Post Office Circulars, pages 1085 to 1236, has now been mailed to all offices with a folder in which the Circulars for the year 1942 should be bound in consecutive order.

Due to the shortage of metal it was not possible to forward Acco fasteners to clip these Circulars together. Postmasters should secure the Circulars in the folder by punching holes through each Circular and securing the complete set with string.

MAILS

Airgraph Messages for Malta

Airgraph messages may now be accepted when addressed to members of the Newfoundland, Canadian, British and Allied Armed Forces serving in Malta.

"Malta" should be inserted after "Madagascar" in (a) of the list on page 1230 of the Post Office Circular of the 10th December, 1942.

Airgraph Messages may not be sent to civilians in Malta and such messages are not to be accepted.

Direct Parcel Post Service to South Africa Resumed

Postmasters are informed that the direct parcel post service to South Africa, which was temporarily discontinued owing to the lack of sailings, is resumed.

Airgraphs to Civilians

It has come to notice that Airgraph Messages from civilians to civilians in the United Kingdom and places listed on page 1230 of the Post Office Circular are accepted with only 15c. postage. **The rate on Airgraph from civilians to civilians is 20c.**

Postmasters and all officials concerned will take special note of this rate. Reference is made to paragraph (c) on page 1230 of the Post Office Circular.

Summer Express Schedule

Effective the 16th May the following will be the schedule for the summer express service:—

FOREIGN TRAIN

Leave St. John's	6.00 p.m.	Sundays, Tuesdays and Thursdays.
Arrive Port Aux Basques	8.00 p.m.	Mondays, Wednesdays and Fridays.
Leave Port Aux Basques	3.00 p.m.	Sundays, Wednesdays and Fridays.
Arrive St. John's	4.30 p.m.	Mondays, Thursdays and Saturdays.

LOCAL TRAIN

Leave St. John's....	6.00 p.m.	Mondays, Wednesdays and Saturdays.
Arrive Port Aux Basques....	8.00 p.m.	Tuesdays, Thursdays and Sundays.
Leave Port Aux Basques	9.00 a.m.	Thursdays, Saturdays and Tuesdays.
Arrive St. John's	10.45 a.m.	Fridays, Sundays and Wednesdays.

ACCOUNTING

Correction—List of Money Order Offices

On page 1270 and 1271 of the Post Office Circular the following omissions and errors in the list of Money Order Offices occur:—

Arnolds Cove, listed as Newfoundland-Labrador office should be paying office only.
Battle Harbour listed as Paying Office should be Newfoundland-Labrador office.
Cartwright, listed as Paying Office should be Newfoundland-Labrador office.

The following offices were omitted and should be inserted in their proper place on the list:

Burnt Islands, B.L.P. Safe Harbour Witless Bay

Postmasters are requested to make the necessary corrections.

Canadian Money Orders

Authorization has been granted by the Canadian Postal authorities to certain Canadian Post Offices whereby the office number is omitted from Money Orders as well as the impression of the official date stamp. In place of the latter these offices have been authorized to use a line dater which indicates the date of issue only and the name of the office where the order was issued is omitted.

Any such Money Orders presented in Newfoundland may be paid in accordance with the regulation governing the usual identification of the payees.

TELEGRAPHS

Telegrams for Madagascar or Reunion Islands

Telegrams in code or in language other than clear English or French are not accepted for Madagascar or Reunion Islands. All telegrams for these destinations must have a full signature of the sender.

Cable Rates

Effective from the 23rd April, 1943, the following reduced full rates apply from Newfoundland to places indicated:—

	Full	Cde	Lc.	Nlt.	Press
DOMINICAN REPUBLIC					
Ciudad Trujillo, etc.	.39	.24	.19½	1/3 full	.12
La Romana via National Telegraphs	.42	.26	.21	1/3 full	.13
via Wireless	.47	.29	....	1/3 full	.15
All Other Places	.42	.26	.21	1/3 full	
HAITI					
Cape Haitien, Port Au Prince	.39	.24	.19½	1/3 full	.12
All other Places	.44	27	22	1 3 full	13¼
PUERTO RICO	.39	.24	.19½	1/3 full	.09½

Telegraph Traffic April

Class	1942	1943	Increase	Decrease
Paid Telegrams (includes Priority)	63,139	68,121	4,982	.....
Priority	7,654	8,727	1,073	.....
Phono-telegrams	1,671	1,730	59	
Total Paid Traffic	64,810	69,851	5,041	.....
Deadhead and Service message	6,506	7,727	1,221	.....
Telegram equivalent Public Despatch	3,700	3,160	.....	540
Total Traffic	75,016	80,738	5,722	

Finese were imposed on officials during the month of April as follows:—

Officials	Amount of Fine
1	.50c
1	.30c
17	.10c

From the 1st January to the 30th April, 81 complaints were received and investigated. In 69 of these cases the Service was found to be at fault and fines numbering 47 were imposed on 44 officials in connection therewith.

In this period 233,207 paid telegrams were handled.

The frequency of errors and failures as shown by this record is still too great and an improvement is looked for.

Telegraph Statement for 24th April by Circuits

Circuit	No. of Telegrams	No. of Operators	Time Worked	Average per Opr. per Hr.	Method of Working
1. Gander	737	1	13 hrs.	57	Teleprinter
2. Corner Brook	1026	2	16 hrs.	32	"
3. Grand Falls	402	1	9½ hrs.	42	"
4. Botwood	1006	2	11½ hrs.	45	"
5. Hant's Harbour, Signal Hill and Cape Race	397	1	9½ hrs.	40	Morse
6. Placentia	1449	2	13 hrs.	56	Teleprinter
7. Imperial and Anglo	397	1	16 hrs.	25	"
8. Carbonear	447	1	10¾ hrs.	42	Morse
9. Topsail	834	1	11 hrs.	76	Teleprinter

Total man hours 141¾
Total man hours Teleprinter 121½
Total man hours Morse 20¼
Overall average per man hour 46.8
Average per man hour Teleprinter 48
Average per man hour Morse 41

Telegraph Facilities at Airfield Near Buchans

A temporary telegraph office has been opened by the construction company, Messrs. Armstrong Brothers, at the airfield near Buchans connecting with this Department's system and which will work direct with Botwood Repeating Office. Buchans is the checking office.

Call Letters for this office are "BZ."

Teleprinter Operation Botwood

Botwood changed from Morse to Teleprinter operation on the 15th April 1943.

Grand Falls and Botwood work direct with St. John's on a duplexed circuit via automatic repeaters at Botwood Repeating office since the same date.

Learners Sets

Learners sets not in use should be returned to the Stores Department promptly. When again required they may be obtained on requisition.

POST OFFICE CIRCULAR.

THURSDAY, 27th MAY, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. Anthony ... Mr. Douglas Penney to be Messenger as from the 3rd May, 1943.

Bay Roberts ... Mr. William Parsons to be Messenger as from the 10th May, 1943.

Channel ... Mr. Clifford Currie to be Messenger as from the 5th May, 1943.

Fogo ... Mr. Wilfred Baker to be Messenger as from the 3rd May, 1943.

Carbonear ... Mr. William T. Churchill to be Messenger as from the 1st May, 1943.

Bonavista ... Mr. Charles Sweetland to be Assistant as from the 29th April, 1943.

Windsor ... Miss Blanche Jenkins to be Messenger-Assistant as from the 10th May, 1943.

Buchans ... Mr. James Byrne to be Messenger as from the 1st May, 1943.

King's Cove ... Mr. Gerald R. Lawton to be Messenger-Assistant as from the 1st May, 1943.

PROMOTIONS

St. John's ... Mr. Benjamin Squires, Electrician, to be Inspector as from the 1st May, 1943.

St. John's ... Mr. Roland C. Peddle, Operator, to be Electrician as from the 13th May, 1943.

DISMISSALS

Windsor ... Mr. Gordon Hunter, Messenger-Assistant, effective 7th May, 1943.

Bishop's Falls ... Mr. Reginald Wiseman, Messenger-Assistant effective 4th May, 1943.

TRANSFERS

Botwood ... Mr. Edgar Parmiter, Assistant Topsail, to be Assistant Botwood as from the 14th May, 1943

Topsail ... .Mr. Newman Williams, Assistant Botwood, to be Assistant Topsail as from the 14th May, 1943.

RETIREMENT

Harbour Mille ... . Mrs. Jane Baker, Postmistress and Telephone Attendant, effective 30th April, on age limit.

CONVERSION OF OFFICE

Point Enragee ... . The Telephone Office at Point Enragee was converted to a Postal (Non-Money Order) Telephone Office as from the 1st May, 1943. The Telephone Attendant, Mr. Ernest Walters, has been appointed Postmaster.

MAILS

New Air Mail Stamp

The Department of Posts and Telegraphs has arranged the issue of a new air mail stamp of 7 cent denomination for use on air mail correspondence.

The stamp will be placed on sale at all Post Offices in Newfoundland on the 1st June and will be a regular issue.

Postmasters should copy the above notice neatly in ink, if a typewriter is not available, and exhibit it in a prominent position on the public side of their offices.

Requisitions

Requisitions for additional supplies of Air Mail stamps should be addressed to the Head Postmaster, St. John's, and the words "Air Mail Stamps" marked across the face of the requisition form.

Endorsements Must Not Interfere with Addresses

In many instances the original addresses on undeliverable letters and items of third class matter which are returned to the senders are being so defaced with postal endorsements such as impressions of the "Return to Sender" and other stamps as to render them undecipherable.

In the case of undeliverable items of printed matter which are being returned in bulk, the postage due stamps are sometimes placed entirely over the address of the top piece of mail.

These practices hinder the senders in correcting their mailing lists and while the old address should be crossed out so as to prevent the item from again being presented at the original address yet it should be done in such a way as to enable the sender to readily read the old address.

Fuel and Oil for 1943-44

Postmasters at **Money Order offices** are requested to inform the Secretary, as soon as practicable after the receipt of this Circular, the amount of fuel and kerosene oil requirements for their offices for the coming year on a form similar to the one printed below:—

Office

FUEL

Amount of coal supplied 1942-43 .....

Amount of coal required 1943-44 .....

If no coal was supplied 1942-43, state the quantity and value of wood .....

Amount of wood required for 1943-44 .....

Amount of kindling wood supplied 1942-43 .....

Amount of kindling wood required 1943-44

Amount of Kerosene oil supplied 1942-43 .....

Amount of Kerosene Oil required 1943-44

Can coal be purchased locally?

Date .....

Signature of P. M.

(Offices supplied with one copy of the Post Office Circular must not cut this form from their Circular).

NOTE:—Postmasters at Money Order Offices north of St. John's, who cannot use wood, should, when sending in their fuel form, inform the Secretary of any schooner coming to St. John's that would be prepared to take the coal to their offices.
It would be advisable to see the Captain of any such schooner and advise him to call at the office of the Assistant Secretary, General Post Office, St. John's

TELEGRAPHS

Expeditionary Force Message Service

Messages may now be accepted from Ferry Pilots of the Air Transport Arm, in and to all areas, where this service operates, with the exception of the U.S.A.

Enquiries Regarding Telegrams

Enquiries regarding the delivery of telegrams and requests for replies are occasionally being made by service messages, contrary to Censorship regulations.

In the event of a claim of non-delivery being made the matter should be referred to Head Office for investigation, provided that the claim is based on good and sufficient reasons. This must, necessarily, be left to the judgment of the Postmaster or other responsible official receiving the complaint. **The fact that a reply to a telegram has not been received would not be a sufficient reason for causing an enquiry to be made.**

Letter Messages for Iran

Advice has been received that Letter Messages for IRAN will be delivered on the morning after filing instead of the second morning after filing as at present.

ACCOUNTING

Errors in Money Order Service

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during July, 1942:

Office	No. of Errors	Number of Orders Issued and Paid During July 1942
Argentia	5	1359
Bell Island Mines	6	723
Brigus	5	150
Burin North	4	232
C.A.P.O. No. 1	5	539
Gambo	6	312
Gander	5	1393
LaScie	4	121
Lewisporte	5	537
Norris Arm	5	188
Pool's Cove	4	118
St. Brendan's	4	104
St. John's General	8	4209

Total number of Orders issued during July, 1942 27,589
Total number of Orders paid during July, 1942 13,302

40,891

Total number of errors 250
Percentage of errors .... .61
That is, approximately, 6 errors for each 1,000 orders issued and paid.
Total number of figure errors 238
Percentage of figure errors .... .58
That is, approximately, 6 errors for each 1,000 orders issued and paid.

Radio Licences

It has come to notice that some Postmasters are not using carbon paper for the issuing of Radio Licences. It appears that the original licence is issued and some time later the duplicate is made out in ink. As the original and duplicate must be exactly similar in all respects this method is incorrect and may lead to errors in the accounting system. The original and duplicate Radio licence must be issued at the same time.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order forms, without office numbers, Nos. 339-46001 to 46200, inclusive, were stolen from the Post Office at Hamilton—Sub No. 26—Ontario.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Fort Calhoun, Nebr. .... 62,701 to 62,800
Incline, Ky. .... 2,519 to 2,521
Indianapolis, Sta. 25, Ind. .... 125,638 to 125,800
Nashville, Sta. 20 Tenn. .... 7,909 to 8,000
Riegelsville, Pa. .... 106,493 to 106,600
Summit, Calif. .... 12,296 to 12,800

The above orders, if presented at a Newfoundland Office, must not be paid. If any of these Orders are presented for payment particulars of the Order and of the person presenting same should be wired immediately to the Secretary.

POST OFFICE CIRCULAR.

THURSDAY, 10th JUNE, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. John's, G.P.O. ... Miss Alice Burry to be Counter Clerk as from the 10th May, 1943.

Corner Brook ... Mr. Eric Burton to be Messenger as from the 27th May, 1943.

Belleoram ... Miss Agnes Jensen to be Messenger as from the 1st April, 1943.

St. John's Telegraphs ... Miss Mary Power to be Telephonist as from the 18th May, 1943.

Bishop's Falls ... Mr. Joseph Bouzane to be Messenger-Assistant as from the 4th May, 1943.

Green's Harbour ... Mr. Thomas J. Morrissey, to be Postmaster and Operator as from the 25th May, 1943.

Boyd's Cove ... Miss Norah Donahue to be Postmistress and Telephone Attendant as from the 5th June, 1943.

Flat Islands, B.B. ... Miss Mary Beresford to be Postmistress and Operator as from the 1st June, 1943.

TRANSFERS

Gander ... Mr. John McGrath, Postmaster and Telephone Attendant Tilting to be Assistant Gander as from the 31st May, 1943.

Botwood ... Mr. Charles Lomond, Assistant Gander, to be Assistant Botwood as from the 27th May, 1943.

St. John's Telegraphs ... Mr. Max Reid, Postmaster and Operator, Green's Harbour, to be Operator St. John's Telegraphs as from the 26th May, 1943.

OBITUARY

The Department regrets to announce the death of Mr. Arthur Heath, Operator at Harbour Grace, on the 26th May, 1943.

Mr. Heath entered the Service in 1904 as Operator Harbour Grace.

The Department also regrets to announce the death of Mrs. W. Bowen, Telephone Attendant at Redcliffe on the 30th May, 1943. Mrs. Bowen was appointed Telephone Attendant on the 1st January, 1938.

POSTAL CONVICTIONS

Donald J. Hollett, age 19, single, relief Postal Operator, of Baine Harbour, who was charged with two offences, namely, having on a date unknown between the 1st June, 1942, and the 30th November, 1942, at Baine Harbour, maliciously damaged a mailable article sent by post, namely, a letter addressed to Ora Rodway, Hermitage, and also during the same period having maliciously damaged another mailable article sent by post, namely, a letter addressed to Mrs. Jessie Smith, Baine Harbour.

He was convicted and sentenced to three months with hard labour in H. M. Penitentiary, St. John's.

Gordon Hunter, Messenger-Assistant, Windsor, was sentenced in the Magistrate's Court at Grand Falls to three months imprisonment or a fine of Fifty dollars on a charge of opening and destroying the people's mail.

SICK LEAVE

A considerable number of medical certificates are received at Head Office which do not give the particulars required under Rule 17 of the "Rules for Discipline and Guidance of Civil Servants" as follows:—

> "When illness extends beyond four days a certificate of a duly qualified medical practitioner must be furnished stating **the nature of the officer's illness and the probable date of resumption of duty.** If the officer is unfit for duty at the expiration of the period indicated by such certificate, the certificate must be renewed."

If, in future, medical certificates do not give the nature of the officer's illness and the probable date of resumption of duty, such certificates will not be accepted and will be returned to the officer requesting sick leave. Unless a satisfactory certificate is produced the officer will be considered as absent without leave for which pay may be withheld.

It is further pointed out that where an officer is on extended sick leave he must not leave the location of his employment to proceed to another settlement without the prior approval of the Secretary.

ANNUAL LEAVE

With reference to the notice in the Post Office Circular, page 1266, requesting Postmasters at Telegraph offices to submit the names of persons qualified for relief, the result of this request is disappointing.

Postmasters who know of relief officials who are unemployed should notify the Staff Clerk in order that annual leave may be arranged for the coming leave period.

MAILS

Rate of Postage on Airgraph

There appears to be some misunderstanding on the part of Postmasters as to the rates to be charged on Airgraph messages. The following are the rates on Airgraph.

(a) To Armed Forces serving in the United Kingdom and places listed on page 1230 .. .10c

(b) Sent by personnel of the Armed Forces serving in Newfoundland to Civilians in the United Kingdom and places listed on page 1230 .. .. .10c

(c) Sent by Civilians to Civilians in the United Kingdom and places listed on pages 1230 . ... .20c

Airgraph Messages to Civilians in Iran (Persia)

Airgraph messages addressed to civilians in Iran (Persia) may now be accepted.

"Iran (Persia)" should be inserted after "India" in (b) of the list relating to civilians on page 1230 of the Post Office Circular of the 10th December, 1942.

Mails Lost by Enemy Action

It is notified for information that the undermentioned mails for Newfoundland from the United Kingdom have been lost by enemy action:—

Letters posted in the London area between 23-24 February, and elsewhere between 21-24 February, 1943.

Printed Papers posted in the London area 23-24 February, Scotland area 22-24 February, and elsewhere 23-25 February, 1943.

Magazine Post, posted in the Scotland area 17-24 February and elsewhere 18-25 February, 1943.

Parcels, posted in the London and South area 18-24 February; Scotland area 17-24 February and elsewhere 18-25 February, 1943.

Air Mails posted in the London area 22-24 February and elsewhere 21-23 February, 1943.

Air Mails

All fully prepaid air mail letters addressed to the United Kingdom and Europe should be sent to St. John's by the quickest mail means available until further notice. The rate of postage to the United Kingdom is 30 cents for each half ounce.

PROPER CANCELLATION OF POSTAGE STAMPS

To ensure proper date stamping and cancellation the following points should be observed:

1. Keep the type in the dating stamp clean by brushing it—a tooth brush will answer the purpose and the stamp can be thoroughly cleaned in a minute or two.
2. Keep the stamping pad well inked.
3. Shake the ink thoroughly before placing in on the pad.
4. Rub the ink well in with the wooden muller.
5. Scrape the pad occasionally to remove the dust which accumulates and becomes clogged with ink.
6. Do not allow the stamping pad to become too much worn to properly hold the ink.

POST OFFICE ROBBERIES

There is a tendency during the summer season for Postmasters to exercise less vigilance in the protection of their premises with the result that robberies and thefts are sometimes committed which might be avoided with a little extra care. Postmasters will, therefore, please carefully observe the following instructions:—

1. Doors and windows of Post Office premises should be carefully locked and bolted at night.
2. Post Office valuables must be given maximum protection at all times, but particularly after the office is closed for the day. If there is a safe on the premises these valuables should be placed therein.
3. Attention is particularly directed to the fact that if investigation following a robbery discloses that sufficient protection was not accorded Post Office property, either through carelessness or indifference, the Postmaster may be required to make good any loss involved.
4. In all cases where a robbery has been committed the Postmaster should immediately report it by wire to the Secretary

TELEGRAPHS

May Telegraph Traffic

Class	1942	1943	Increase	Decrease
Paid Telegrams (includes Priority)	74,050	78,511	4,461	.....
Priority	8,615	9,582	967	.....
Phono-Telegrams	1,844	2,062	218	.....
Total paid traffic	75,894	80,573	4,679	.....
Deadhead and Service messages	7,425	7,967	542	.....
Telegram equivalent public despatch	3,300	3,070	.....	230
Total paid traffic	86,621	91,610	4,989	.....

During May 19 complaints were received and investigated. In 17 cases the Service was found to be at fault through negligence or carelessness on the part of officials. In this connection one fine of .30 cents and 14 of .10 cents were imposed on 12 officials.

Expeditionary Force Message Service with Canada and United States

E.F.M. Service with Canada, restricted to Canadian Army and Air Force personnel, became effective on the 27th May, 1943, and with the United States, restricted to Army personnel, on the 3rd June, 1943.

Telegrams must, however, be filed at, and delivered to, Army Post Offices of the respective countries; the Service will, therefore, be available only to places at which Army Post Offices are established. Under no circumstances must telegrams be accepted from senders or delivered to addressees direct.

Telegrams addressed to forces personnel must bear the number, rank and name, unit and Army Post Office number (Canadian Army Post Office abbreviated C.A.P.O.; United States Army Post Office, abbreviated A.P.O.) and will be delivered to the Army Post Office to which they are addressed.

Censorship regulations require that such telegrams must be transmitted "Sans Origine", i.e., the name of place and country of origin must not be disclosed.

The rate is .70 cents, which includes tax.

ACCOUNTING

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Outlook, Wash. ..... 70,631 to 70,800

POST OFFICE CIRCULAR.

THURSDAY, 24th JUNE, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Trinity, T.B. ... Miss Catherine McGrath to be Messenger-Assistant as from the 21st June, 1943.

Tilting ... Mr. Walter J. Dwyer to be Postmaster and Telephone Attendant as from the 4th June, 1943.

Buchans ... Mr. William Reid to be Messenger as from the 1st June, 1943.

Redcliffe ... Miss C. Bowen to be Telephone Attendant as from the 1st June, 1943.

PROMOTIONS

Marquise ... Mr. Samuel Adams, Assistant Marquise, to be Postmaster as from the 1st March, 1943.

St. John's, G.P.O. ... Mr. Augustus Gibbons, Letter Carrier, to be Assorter as from the 11th June, 1943.

St. John's, G.P.O. ... Mr. William Bulger, Letter Carrier, to be Assorter as from the 11th June, 1943.

TRANSFER OF OFFICE

Fishot to St. Juliens ... The Wireless Office at Fishot was transferred to St. Juliens on the 10th June, 1943.

VACANCIES

The following vacancies have been advertised in the News Despatch:—

Harbour Grace ... Position of Assistant with telegraph qualifications. Salary $480. per annum. War Bonus in addition.

Lamaline ... Position of Postmaster and Operator. Salary $480.00 per annum. War Bonus in addition.

Botwood ... Position of Assistant. Salary $540.00 per annum. War Bonus in addition. Telegraph qualifications not essential.

Botwood Wireless ... .Position of Assistant on the salary scale of $700-40-900-50-1250. War Bonus in addition. Telegraph and typewriting qualifications are essential.

Botwood Wireless ... .Position A.D.C. Night Operator. Salary $70.00 per month with $7.50 per month War Bonus.

Corner Brook .. ..Position A.D.C. Night Operator. Salary $70.00 per month with $7.50 per month War Bonus.

OBITUARY

The Department regrets to announce the death of Mr. Maurice Aylward, retired Battery Maintenance man, Telegraph Branch of this Department.

Mr. Aylward served the Department for a number of years and was retired in 1934.

OFFICE OPENED

Notre Dame Junction ... .As from the 1st July, 1943, the Railway Office at Notre Dame Junction will have full postal facilities with the exception of Money Order service. C.O.D. parcels may be accepted for this office and will be covered by Express Orders. The telegraph call letters are NO.

ENTRY OF UNAUTHORIZED PERSONS INTO POST OFFICES

It has come to notice that unauthorized persons have been entering Post Offices with or without, the permission of the official in charge. This is a definite breach of the postal regulations and must cease. Secretary's Circular No. 1 in this connection is repeated for the information of all Postal officials:—

Circular No. 1. Entry of unauthorized persons into the Department of Posts and Telegraphs:

"The entry of persons other than officers of the Department duly authorized, or bearing authority in writing from the Secretary of the Department of Posts and Telegraphs, into all Telegraph offices or Travelling Post Offices, and in Post Offices other than on the public side, is strictly prohibited.

"Any Official of the Department, who allows an unauthorized person to contravene this order, will render himself liable to dismissal."

MAILS

Armed Forces Air Letters

Armed Force Air Letters cannot be accepted for registration.

Postage Stamps

A supply of 8c. stamps are on hand. Requisition may be made for these stamps when required from the Stamp Branch.

Acceptance of Wedding Cake for Countries Outside Newfoundland

Postmasters are notified that it is permissible to send wedding cake to Countries outside Newfoundland, providing it is packed in the special box provided for that purpose.

It must be understood also that no such package shall weigh more than three ounces when prepared for posting and that no more than one package is sent to the same person.

ACCOUNTING

Mutilation of Money Orders

Instructions have been issued repeatedly in Post Office Circulars, and are also printed on Money Order Forms, that any mutilation renders the Money Order void; yet despite these instructions many Postmasters persist in changing the amount to correct an error instead of cancelling and issuing another money order.

This is bad enough when the order is drawn on a Newfoundland office but when it is drawn on an office in Canada or the U.S.A., it reflects seriously on the Newfoundland Postal Administration and also delays payment which creates hardship to the payee because the Canadian and U.S.A. Post Offices will not cash these Orders until the amount has been confirmed by correspondence with Head Office, St. John's.

It also happens frequently that the Postmaster neglects to correct his office records when changing the amount of the Order. This causes further trouble whenever the Postmaster is asked to confirm the amount of an altered Money Order.

In the interests of the service serious action will be taken against any Postmaster who persists in disregarding the instructions issued by the Secretary of the Department.

Cancelled Money Orders

Many Postmasters fail to forward cancelled Money Orders with their Accounts thereby causing much delay in the accounting work at Head Office and entailing the use of service messages.

Postmasters are reminded that cancelled Money Orders are to be entered on the issue sheet in the proper numerical order and the word "spoiled" entered after it. The Order must be attached to the Account and forwarded to Head Office in the usual way.

Money Order Enquiries

The attention of all Postmasters is drawn to the fact that when making application for authority to repay Money Orders or making any enquiries regarding same, the date of issue with full particulars of the Order must be stated.

Stolen U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Taylor, Ariz. ... . 57,201 to 58,200; and 58,801 to 59,000

Stolen U. S. Postal Money Order Forms Recovered

The U. S. Postal Money Order Forms, No's. 1 to 200 inclusive, printed for use at Steele, Ky., which were reported stolen, have been recovered.

TELEGRAPHS

E. F. M. Service With Canada and United States

The following addition to the notice regarding E.F.M. telegrams, which appeared at page 1284 of the issue of the 10th June of the Post Office Circular, should be made:—

E.F.M. telegrams for Canada or the United States may be accepted at Newfoundland Post Offices from Naval personnel and transmitted "Sans Origin". E.F.M. telegrams addressed to Naval personnel in Newfoundland should bear the number, rank, name, unit or ship, care the Fleet Mail Office, St. John's, from which office they will be disposed of

Labrador Seasonal Offices

The following Labrador seasonal wireless offices have been opened:—

Fishing Ships Harbour ... . Re-opened 9th June, 1943
Domino and Comfort Bight ... . Re-opened 19th June, 1943

E. F. M. Service With Canada and United States

The E.F.M. Service between the United States and Newfoundland, particulars of which appear on page 1284 of the Post Office Circular, will not be available via the Cables and Wireless Limited (Imperial) system.

Rates to French Equatorial Africa Via Imperial

The following rates become effective on the 1st July, 1943:—

Full rate ... . .50c per word
Code .... .30c per word

Checking Telegrams at Time of Acceptance

Attention is called to the instructions which appear on page 1155 of the Post Office Circular, as it is very evident that the instructions are not being carried out. The instructions are as follows:—

'Telegrams must be carefully read by the Acceptance Clerk at the time of acceptance to see that they are understandable and to obtain information from the sender of any doubtful or badly written words or figures. A telegram containing obvious errors must not be held at the office of acceptance if the sender cannot be got in touch with immediately but must be forwarded "subject to correction."

Telegrams containing obvious errors or wrong checks should not be held for correction at any point in transmission or at the office of destination, but must be forwarded "Subject to Correction" and delivered forthwith. The office making the notation "Subject to Correction" should send a service message immediately to the office of acceptance in connection with the doubtful points in the telegram.

Aircraft Detection Service

Attention is called to the last paragraph of the arrangements and instructions respecting this service, which appear on page 1264 of the Post Office Circular, particularly regarding the broadcast transmission of reports when an office fails to make contact promptly with the Watch Office, as it is feared that this instruction is not being strictly followed.

POST OFFICE CIRCULAR.

THURSDAY, 8th JULY, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

MAILS LOST BY ENEMY ACTION

It is notified, for information, that letters and printed papers, posted in the United Kingdom for Newfoundland between the 5th and 8th April, 1943, have been lost at sea owing to enemy action.

ACCEPTANCE OF MAIL FOR TRIPOLITANIA AND CYRENAICA

Letters, Post Cards. printed papers and Commercial papers, including newspapers, may now be accepted for despatch to the occupied territories of Tripolitania and Cyrenaica.

TRANSMISSION OF EXPLOSIVES, INFLAMMABLE ARTICLES, ETC., IN MAILS PROHIBITED

It is forbidden to post for delivery or transmission by or through the post, any substance or article which is explosive or inflammable or likely to cause fire, either by spontaneous combustion or as a result of the ordinary handling of the mail, including matches or fluid for cigarette lighters or other matter likely to injure any letter or other mailable matter. or the person of any officer or servant of the Post Office.

C.O.D. PARCELS

In view of the frequent irregularities which occur in connection with C.O.D. parcels, it is considered advisable to restate the rules in an abbreviated form for the benefit of the staff. It should be understood, of course, that the staff should continue to be guided by the instructions which were given in considerable detail in the notice which was sent to all Money Order Offices on the 1st August, 1936 (Accounting Circular No. D 5), but the abbreviated instructions should present a more concise picture of the C.O.D. service and help to remedy many of the irregularities which now take place.

PROCEDURE AT OFFICE OF MAILING

(1) C.O.D. parcels can only be accepted at Money Order Offices for delivery at Money Order Offices (see list on pages 1270 and 1275 of the Post Office Circular).

(2) The ordinary parcel postage must be paid on all C.O.D. parcels and the insurance fee must also be paid in accordance with the insured value of the parcel. Stamps to the value of the postage and insurance fee must be affixed to the parcel.

(3) The sender will fill in Form No. 1010 (C.O.D. Card) in all four sections, and pass it back to the receiving clerk.

(4) The receiving clerk will date stamp and initial each section of the card in the space provided and return part "A" to the sender as his official receipt.

(5) The receiving clerk will despatch part "B" (Advice Coupon) and mail it as a separate item to the office of delivery. Part "C" to be detached and held at the office of posting as its official record of posting, an entry from which will be made in the C.O.D. book. Part "D" is to be attached firmly to the parcel. After the stamps have been cancelled the parcel will be assorted for despatch to the office of delivery.

(6) When part "D" is returned to the Office of posting a further entry will be made in the C.O.D. book of the particulars given on the part "D" (a) to (e). Thus the transaction is closed.

PROCEDURE AT THE OFFICE OF DELIVERY.

(1) When a C.O.D. parcel is received at the office of delivery, an entry should be made in the C.O.D. book immediately and the addressee notified of its receipt.

(2) The parcel may be disposed of in any one of the following ways:

(a) Delivered to addressee on payment of the amount to be collected, plus the money order commission.

(b) Delivered free on instructions from the sender through the office of posting.

(c) Returned to the sender if delivery cannot be effected to addressee within seven days of his being notified of its arrival unless there are special circumstances which make it impossible for the parcel to be delivered within seven days, in which case the office of posting should be informed.

(d) Redirected to another money order office for delivery.

(3) (a) When the parcel has been delivered and the amount collected a money order must be issued immediately. payable to the sender of the parcel and forwarded under separate cover to his address.

(b) When the parcel is to be redirected to another office for delivery, (this can only be done on instructions from the office of posting), the Postmaster at the original office of delivery will complete his record in the C.O.D. book and redirect the parcel with Part "D" attached and part "B" as a separate item to the new delivery office.

(c) Should it be necessary to return a C.O.D. parcel to the sender, the Postmaster will see that the space under (e) on Parts "B" and "D" is filled in. Part "D" is to remain attached to the parcel (to be detached at the office of posting before parcel is handed back to the sender) and Part "B" to be retained at the original office of delivery. A final entry will be made in the C.O.D. book at both offices.

(d) When the parcel has been delivered ad the amount collected and remitted, or delivered free on authority of the sender, through the office of posting, parts "B" and "D" of the C.O.D. card must be properly filled in. Part "B" is to be held at the delivery office and part "D" returned under separate cover to the office of posting and not to the sender of the parcel as sometimes happens. A final entry must always be made in the C.O.D. books at all offices through which the C.O.D. parcel passes.

DELIVERY OF MAILS TO MEET PUBLIC REQUIREMENTS

It has come to notice that some offices fail to remain open to the public up to 10 p.m. on mail days. For the information of officials the following notice is repeated.—

Page 1130, Post Office Circular, 19th March, 1942—

"Delivery of mails to the public must be made the same evening at the offices where less than three mails are received each week and where the hour of the arrival of the mails is

between 6 p.m. and 10 p.m. If they arrive after 10 p.m. delivery should be made at 9 a.m. the next day. Mails arriving after 10 p.m. on Saturday should be delivered between 9 a.m. and 11 a.m. on Sunday the next day, if public requirements demand it."

ACCOUNTING

Remittances to the Cashier

A considerable number of errors appear in remittances to the Cashier which cause delay, inconvenience and confusion in Head Office Accounting. The Cashier has requested the following points to be borne in mind when preparing remittances:

See that	One remittance form is used for each account. Not two accounts on the same remittance form.
See that	A remittance form is enclosed with each remittance.
See that	War Savings Stamp cash is on proper remittance form.
See that	All cheques are properly endorsed.
See that	Form No. 1084 is enclosed with each remittance.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during August, 1942.

Office	No. of Errors	No. of Money Orders Issued and Paid During August
Argentia	9	1,108
Bell Island Mines	6	589
Bonavista	5	410
Botwood	4	813
Buchans	7	932
C.A.P.O. No. 1	4	430
Gambo	11	313
Holyrood	4	62
Kelligrews	6	47
Port Au Port	5	234
St. Alban's	5	213
St. Brendans	4	155
St. Brides	4	50
St. John's General	4	1,822
Stephenville Crossing	4	268
Windsor	4	265

Total number of Orders issued during August	27,606
Total number of Orders paid during August	13,504
	41,110
Total number of Errors	251
Percentage of Errors	61
i.e. approximately 6 errors for each 1,000 Orders issued and paid.	
Total number of figure errors	239
Percentage of figure errors	.58
i.e. approximately 6 errors for each 1,000 Orders issued and paid.	

Radio Licences

A considerable number of Radio Licence fees still remain unpaid throughout the Island and it appears that Postmasters are not taking the necessary steps for collection.

Postmasters must notify all owners of Radio sets in their vicinity that Radio Licence fees must be paid immediately otherwise it will be necessary to send their names to the magistrate for prosecution on the charge of operating a radio set without a licence.

Final notices should be sent out immediately where this has not already been done. If the final notice has been previously delivered and the licences have not been paid, a complete list of names and addresses should be prepared on the prescribed forms and sent to the nearest magistrate for prosecution under the Radio Telegraphs Act of 1930 and amendments thereto.

Every effort should be made to have all Radio Licence fees collected before the 30th September, 1943.

TELEGRAPHS

Labrador Seasonal Offices

Labrador seasonal offices have been re-opened as follows:—

Grady and Hawkes Harbour ... . 21st June, 1943

Smokey.... .... 30th June, 1943

Rates to French Equatorial Africa

The rates which appear on page 1288 of the Post Office Circular as being effective on the 1st July, 1943, will also apply on telegrams routed via "Commercial" and "Anglo."

POST OFFICE CIRCULAR.

THURSDAY, 22nd JULY, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Markland .. ..Miss Julie Antle to be Postmistress as from the 1st July, 1943.

Keels.... ....Miss Helah Hobbs to be Postmistress and Telephone Attendant as from the 1st July, 1943.

Bonavista ... .Miss Beryl Whiffin to be Messenger as from the 2nd July, 1943.

Isle Aux Morte ... .Mrs. Alice Seymour to be Postmistress and Operator as from the 1st July, 1943.

Englee ... .Miss Doris Fillier to be Messenger as from the 2nd July, 1943.

Botwood ... .Mr. Harold Perry to be Messenger-Assistant as from the 27th June, 1943.

Twillingate ... .Miss Gwendolyn Cook to be Assistant as from the 8th July, 1943.

Gander ... .Mr. Lloyd Hobbs to be Assistant as from the 13th July, 1943.

Hillview.... ....Miss Phyllis Frost to be Messenger as from the 1st July, 1943.

Tilting ... .Miss Gertrude Burke to be Postmistress and Telephone Attendant as from the 1st July, 1943.

Gander ... .Mr. Ralph Bendell to be Assistant as from the 1st July, 1943.

RETIREMENTS

Hants Harbour ... .Miss Melinda Critch, Postmistress and Operator, effective 31st July, 1943.

St. John's, G.P.O. ... .Mr. George Squires, Overseer, effective 31st July, 1943.

St. John's, G.P.O.... ....Mr. Abia Purchase, Assorter, effective 30th June 1943.

TRANSFERS

Botwood ... .Mr. Maxwell Short, Postmaster and Telephone Attendant Beaumont to be Assistant Botwood as from the 25th June, 1943.

Harbour Deep ... ...Miss Adele Dempsey, Messenger Englee, to be Postmistress and Operator Harbour Deep as from the 8th July, 1943.

Accounts Branch, Head Office ... ...Mr. Gerard Healey, Grade III Clerk Accounts Branch, to be Grade II Clerk, Department of Public Works.

PROMOTIONS

Botwood ... ...Mr. Reginald Sharron, Messenger-Assistant, to be Assistant as from the 1st July, 1943.

OFFICE CLOSED

Port Hope Simpson ... ... The Post Office at Port Hope Simspon was closed on the 20th June, 1943.

VACANCIES

The following vacancies have been advertised in the News Desatch:—

Hants Harbour ... ...Position of Postmaster and Operator. Salary $480. per annum with war bonus in addition.

Aguathuna ... ...Position of Postmaster and Operator. Salary $480 per annum with war bonus in addition.

St. John's Telegraphs ... ...Position of male operator with typewriting qualifications. Salary $700. per annum rising by annual increments of $40.00 to $900. and thence by increments of $50.00 to $1350.. War Bonus in addition.

CORRECTIONS

Pages 1285 to 1288 of the Post Office Circular of the 8th July, 1943, should be amended to read 1289 to 1292.

It was stated in the Post Office Circular of the 10th June, 1943, that Mrs. W. Bowen, Telephone Attendant at Redcliffe, who died on the 30th May 1943, entered the service on the 1st January 1938. The correct date of her entry in the service should have been October, 1925.

AIRGRAPH MESSAGES

It should be noted that Merchant Seamen are treated as service personnel and Airgraph messages sent by members of this service will be accepted at the rates applicable to all Armed Forces.

PLACES TO WHICH AIRGRAPH MESSAGES MAY BE SENT

Below is an up-to-date list of the places to which Airgraph Messages may be sent:—

(a) To Armed Forces serving in the UNITED KINGDOM and the following ... ... 10c.

Middle East Force (Cyprus, Egypt, Anglo-Egyptian Sudan, Syria, Palestine and Transjordan)
British North African Force.
East African Force (Kenya, Uganda, Tanganyika and Zanzibar)
Persia, Iraq Force (PAIFORCE, PAIF or PIF)
Aden
British Somaliland
Ceylon
Ethiopia (Abyssinia)
India
Iran (Persia)
Iraq
Madagascar
Malta
Mauritius
Northern Rhodesia
Nyasaland
Seychelles
South Africa
Southern Rhodesia
Occupied Territory of Eritrea
Occupied Territory of Italian Somaliland (Somalia)

NOTE: As there is no direct Airgraph Service Armed Forces Air Letter forms should be used when communicating with members of the Armed Forces serving in West Afrcia.

(b) Sent by personnel of Newfoundland, Canadian, British and Allied Armed Forces serving in Newfoundland to Civilians in the UNITED KINGDOM and the followng places ... . 10c.

Aden	Madagascar
Anglo-Egyptian Sudan	Mauritius
Bahrein	Northern Rhodesia
British Somaliland	Nyasaland
Ceylon	Palestine
Cyprus	Seychelles
Egypt	South Africa
India	Southern Rhodesia
Iran (Persia)	Syria
Iraq	Tanganyika Territory
Kenya and Uganda	Transjordan
	Zanzibar

NOTE: Rank, Unit and Service must be included in sender's address.

(c) Sent by CIVILIANS TO CIVILIANS in the UNITED KINGDOM and places listed in (b) 20c

REGISTERED LETTERS

Registered Letters which cannot, because of their size, be tied with other letters, should be placed in the bag, and a note made against the entry on the bill such as "LOOSE IN BAG", for the guidance of the receiving official when dealing with the mail at its destination.

DUTY BILLS

Service messages are repeatedly being received reporting the non-receipt of duty bills from Head Office.

These bills are assorted in their corresponding bags with the parcels concerned, and in some cases have been later found in supposedly empty bags returned to this office.

Postmasters in future, must make sure the bill in question is not enclosed in the bag before reporting to Head Office.

ACCOUNTING

Remittances to Cashier

The Cashier has requested that the following points should be borne in mind by Postmasters when making remittances:

Remittances on War Savings Stamps must be made on the PINK remittance form and marked "War Savings Stamps."

Remittances must be registered to the Cashier in the CASHIER envelope and not in the Chief Accountant envelope.

Office stamps must be placed on the back of all cheques. This facilitates matters in case the cheque has to be returned.

All cash should be rolled when any one particular coin in a remittance equals the amount for each as shown below:—

Coppers	to	the	value	of	.50c
5c.	"	"	"	"	2.50
10c.	"	"	"	"	5.00
20c.	"	"	"	"	10.00
25c.	"	"	"	"	10.00
50c.	"	"	"	"	10.00 or 20.00

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during September, 1942:

Office	No. of Errors	No. of Money Orders Issued and Paid During September
Aguathuna	5	102
Argentia	15	1,342
Beaumont	6	59
Bonavista	7	411
Buchans	4	924
Cape St. George	4	32
Gambo	4	336
Grand Falls	15	1,514
Holyrood	4	67
Lewisporte	5	504
Placentia	4	369
Portugal Cove C.B.	4	30
St. Brendans	12	178
St. Brides	5	54
St. John's East	10	1,146
St. John s G.P.O.	9	4,910
St. Joseph's, Salmonier	4	58
Seal Cove, W.B.	7	60
Stephenville Crossing	6	226
C.A.P.O. No. 2	4	341
C.A.F.O. No. 3	4	552

Total number of Orders issued during September	23,245
Total number of Orders paid during September	13,087
	36,332
Total number of errors	364
Percentage of errors	.10

That is, approximately, 10 errors for each 1,000 Orders issued and paid.

Total number of figure errors	326
Percentage of figure errors	.90

That is, approximately nine errors for each 1,000 Orders issued and paid.

TELEGRAPHS

June Telegraph Traffic

Class	1942	1943	Increase	Decrease
Paid Telegrams (included Priority)	69,802	81,966	12,164	.....
Priority	8,651	9,944	1,293	
Phono-telegrams	2,002	2,212	210	.....
Total Paid Traffic	71,804	84,078	12,274	.....
Deadhead and Service Messages	7,632	9,422	1,790	.....
Telegram Equivalent Public Despatch	3,570	2,830	.....	740
Total Traffic	83,006	96,330	13,324	.....

During June 23 complaints were received and investigated and in 15 cases the service was found to be at fault through negligence or carelessness on the part of officials. In this connection fines were imposed on 11 officials.

Aircraft Detection Service

Twenty-four hour continuous watch service commenced at Bonne Bay and Twillingate offices at 6 p.m. the 5th July, 1943.

Renewed attention is called to the instructions which appear on page 1264 of the Post Office Circular relating to this Service.

POST OFFICE CIRCULAR.

THURSDAY, 5th AUGUST, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. John's, Accounts Branch .... Mrs. Isabel Cribb to be Grade III Clerk as from the 19th July, 1943.

Corner Brook .... Mr. Donald Gillard, to be Messenger as from the 17th July, 1943.

Corner Brook .... Mr. Merrill Yarn, to be Messenger as from the 30th July, 1943.

Millville .... Mr. A. G. Gale to be Postmaster and Telephone Attendant as from 17th July, 1943.

Harbour Grace .... Miss Allison Ash, to be Messenger as from the 1st July, 1943.

Winterland .... Mr. Frank Collin, to be Postmaster as from the 28th July, 1943.

Carbonear .... Mr. Thomas Colford, to be Messenger-Assistant as from the 24th July, 1943.

Trinity, B.B. .... Mr. Philip Brown, to be Postmaster and Telephone Attendant as from the 22nd July, 1943.

Kelligrews .... Miss Pheobe Hibbs, to be Postmistress and Telephone Attendant as from the 28th July, 1943.

TRANSFERS

Moretons Harbour .... Mr. G. Ginn, A. D. C. Operator Botwood Wireless, has been transferred to Moreton's Harbour as Postmaster and Operator, as from the 23rd July, 1943.

Lamaline .... Miss Adele M. Burke, Postmistress and Operator Moretons Harbour, to be Postmistress and Operator, as from the 19th July, 1943.

DISMISSAL

Corner Brook .... Mr. D. Hunt, Messenger, effective 19th July, 1943.

OBITUARY

The Department regrets to announce the death of Mrs. J. Hiscock, Postmistress and Telephone Attendant, Grand Beach, on the 22nd of June 1943.

Mrs. Hiscock entered the service on the 1st August 1912.

RETIREMENT

Placentia ... Mr. J. Williams, Operator, effective 31st July, 1943.

OFFICE OPENED

Winterland ... A Post Office was opened at Winterland, on the 28th July, 1943. There are no Money Order or Telephone Services.

Millville ... A Postal and Telephone Office was opened at Millville, on the 17 July 1943. This is a non-Money Order Office.

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices, where Officials were responsible for four or more errors in Money Order Services during **October 1942:**

Office	No. of Errors	No. of Orders Issued and Paid during October
Argentia	4	1,126
Bell Island Mines	4	699
Bonavista	4	489
Bonne Bay	4	166
Buchans	5	1,003
Burgeo	4	270
C. A. P. O. No. 3	8	564
Corner Brook	4	1,628
Gambo	12	376
Glenwood	11	64
Lewisporte	7	536
Little Bay	5	129
Marystown	4	245
Milton	4	100
Nipper's Harbour	4	105
Placentia	6	370
Pools Cove	4	88
St. Alban's	4	211
St. George's	5	23[illegible]
St. John's East	7	1,319
St. John's, G. P. O.	11	4,729
Safe Harbour	5	20
Stephenville	25	573
Sunnyside	4	79
Windsor	7	467

Total number of Orders Issued during October	33,110
Total number of Orders Paid during October	13,205
	46,315
Total Number of Errors	369
Percentage of Errors	.08
i.e., approximately 8 Errors for each 1,000 Orders Issued and Paid.	
Total number of Figure Errors	338
Percentage of Figure Errors	.07
i.e. approximately 7 Errors for each 1,000 Orders Issued and Paid.	

The following is a list of Post Offices where Officials were responsible for four or more errors in Money Order Service during November 1942:

Office	No. of Errors	No. of Orders Issued and Paid during November
Argentia	10	1,451
Baie Verte	6	51
Baine Harbour	4	138
Bay de Verde	8	121
Botwood	5	755
Britannia	5	70
Buchan's	5	1,217
Cape St. George	5	63
Carbonear	6	580
Coachman's Cove	5	101
Conception Harbour	6	100
Corner Brook	7	1,814
Fair Island	4	38
Flower's Cove	6	98
Gambo	4	383
Horse Island	4	24
Kelligrews	6	47
Lewisporte	5	625
Placentia	8	425
Pool's Cove	5	82
Port au Port	4	267
St. Brendan's	4	136
St. John's East	9	1,434
St. John's G. P. O.	8	3,756
St. John's West	4	135
St. Lawrence	4	345
Stephenville	10	498
Trinity	4	110
Windsor	11	357

Total number of Orders Issued during November	36,718
Total number of Orders Paid during November	14,230
	50,948
Total number of Errors	370
Percentage of Errors	.07
i.e. approximately 7 Errors for each 1,000 Orders Issued and Paid.	
Total number of Figure Errors	357
Percentage of Figure Errors	.07
i.e. approximately 7 Errors for each 1,000 Orders Issued and Paid.	

With reference to list of Errors appearing on Page 1296 of the Post Office Circular, the Postmaster at Grand Falls desired to have it made known that the errors, which were listed against his office, occurred while a relief official was in charge of the office.

Stolen United States Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:

Norland, V. A. ... 9389, 9390, and 9396 to 9400.
Outlook, Wash. ... 70631 to 70800.
Taylor, Ariz. ... 57201 to 58200 and 58801 to 59000.

LIST OF MAGISTRATES

The following changes are made:
Magistrate J. B. Wornell has been retired as from the 30th June, 1943.
Magistrate C. M. Lane, will from Glovertown, and as a temporary measure, administrate

the Clarenville Magistracy. The boundaries of Clarenville and Greenspond Magistracies are as follows:

CLARENVILLE: From Bay Bulls Arm (inclusive) to Gambo on the Railway Line and from Clarenville to Princeton.

GREENSPOND: From Hare Bay to Ladle Cove (exclusive and including the Islands).

TELEGRAPHS

Telegrams for men of Newfoundland serving with the Armed Forces which are filed addressed, c/o the Newfoundland Trade Commissioner, 58 Victoria Street, London, will in future be accepted if fully addressed to the man, giving his number and unit, "Rurality, London." It will not be necessary, if "Rurality", London, is used, for "c/o Newfoundland Trade Commissioner. 58 Victoria Street", to appear in the address.

Defence Traffic Exempt from Tax

Effective immediately official messages sent by Naval Reporting Officers or other Naval establishments, whether to countries to which government rates are available or not, will be exempt from the ten cents government tax.

Delivery of Telegrams at St. John's and Larger Towns

Attention is drawn to the following which appears on page 1104 of the Post Office Circular of the 29th January 1942:

"There has been considerable difficulty in the delivery of telegrams in St. John's and larger towns owing to the omission of a street address. There are a number of persons of similar names in the City of St. John's and considerable delay will be avoided by requesting the sender of a message to give a definite street address.

"It should be pointed out that this precaution is essential to ensure prompt delivery. Wherever possible the message is transmitted by telephone from Head Office where the telephone delivery system is used.

"The attention of all Postmasters is directed to the recent instructions issued in this connection. If the message is an answer to a previous message this fact should be shown after the check, thus: 'In ans, yours date' or 'Yours yesterday' as the case may be.

"The attention of the public should be directed to these instructions and their co-operation requested in this connection."

"Telegrams for St. John's not bearing a full and complete address will be accepted at the sender's risk. Senders must, of course, be notified to this effect when filing such telegrams. Advices of non-delivery will not be given with respect to such telegrams."

The above notice should be neatly copied and posted on the public side of the office.

AIRCRAFT DETECTION SERVICE

Labrador Service

Twenty-four hour continuous service was commenced as follows:

BATTLE HARBOUR ....July 8th
CARTWRIGHT.... ....July 15th
HOPEDALE ... .July 22nd

POST OFFICE CIRCULAR.

THURSDAY, 19th AUGUST, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

CENSORSHIP

The following instructions which appeared on page 709 of the Post Office Circular of the 14th March, 1940, are not being observed at all offices and are being reprinted for the Guidance of Postmasters.

UNDEVELOPED FILM

1. Ordinary snapshots and other film which CAN be developed in Newfoundland.
   The sending of undeveloped film to places abroad by post or any other means is not permitted if it is possible to have the film developed in Newfoundland.
2. Moving Pictures and other film which CANNOT be developed in Newfoundland.
   Moving pictures and other film which cannot be developed in Newfoundland may be sent abroad for development and return to the sender provided that:—

   (a) They are of a purely personal character and do not contain views or other matter which might be of benefit to the enemy; and
   (b) They are being sent to a known and reputable film company.

Each package of film must pass through the censorship office, General Post Office, before being despatched abroad and must be accompanied by a certificate signed by the sender guaranteeing that they are of a personal character and contain nothing which might be of benefit to the enemy. The developing company must be instructed to return the developed film to the sender in care of the censorship office General Post Office.

This notice should be copied and posted in the lobby for the information of the public.

CONDUCT MONEY OR FEES FOR GIVING EVIDENCE IN THE COURTS

For the information of the staff the following Treasury Regulation, which takes effect immediately is published:

"Except where otherwise authorised by Statute, or Rules and Regulations made thereunder, or in cases especially exempted by the Governor-in-Commission, all fees or other emoluments received by pensionable Civil Servants in the course of their official duties shall be surrendered to the Exchequer.

"The officials affected by this ruling are required to ask for fees in cases where such are normally payable, e.g. conduct money or fees for giving evidence in the Courts, the said fees being surrendered forthwith to the employing Department for necessary action.

LEAVE

In every case when leave is granted the Staff Clerk should be notified by wire of the COMMENCEMENT and END OF LEAVE.

Whenever the official in charge is relieved he should pass over all cash, stock and office equipment to his relief, obtain a receipt for these amounts and notify the Accountant by wire the

amounts passed over. The relief should notify the Accountant by a separate wire the amounts taken over. The same procedure should be followed at the expiration of leave.

Unless special authority has been obtained an official on leave must absent himself from the office until expiration of his leave.

BILLS FOR RELIEF AND BOARD

Postmasters when certifying bills for relief, board or travelling should give the exact dates of the period during which the expenditure was incurred.

FUEL AND LIGHT

Postmasters at offices which have purchased their supply of coal, kindling and oil for 1943-44 are requested to have the bills relating those items furnished for certification and payment as early as possible.

BILLS FOR HEAD OFFICE

1. All bills for supplies purchased or labour employed in connexion with the work of any postal telegraph office must be certified by the Postmaster before being forwarded to Head Office and the expenditure order number must be stated thereon. If the authority has been sent by telegraph or in writing it must be attached to the bill.

2. The cost of each item purchased must be shown on the bill and the number of hours of employment with the rate per hour.

3. Some offices are sending courier bills other than those provided by the Department. Offices which have not a supply of the Department's bills should requisition a supply from the Controller of Stores, General Post Office, St. John's.

MAILS

Correspondence Insufficiently Prepaid

There is reason to believe that many of the staff are not fully acquainted with the rules regarding the treatment of correspondence which has not been properly prepaid by the sender.

If there is a shortage of postage prepaid on a letter or other article of correspondence, but not a parcel or a register, the item should be taxed with double the deficiency. If for example the proper postage is 4 cents and the sender has affixed a 2 cents stamp only, the deficiency is 2 cents and the item should be taxed double this, or 4 cents; if no stamps at all have been affixed the item should be taxed 8 cents.

Particular care should be taken with letters which weigh more than one ounce. There is reason to believe that many inland letters weighing over one ounce, instead of being prepaid at the inland rate of 4 cents for the first ounce and 2 cents for additional ounce or fraction of an ounce are allowed to pass bearing 4 cents postage only. Any letter of this description should be taxed with double the deficient postage but the taxing officer should be sure that the letter definitely weighs more than one ounce. If there is any doubt the sender should be given the benefit and no tax should be raised.

The taxing of an item deficient in postage may be done wherever the item comes under notice, at the office of posting, at a distribution office or at the office of delivery. The taxing officer should write on the cover of the item the letter "T" and the amount of the tax, e.g. "T" "4 cents and he should add a clear impression of the office date stamp by the side of the endorsement. The officer delivering the item should first of all collect the amount of the tax from the addressee and if necessary he should inform the addressee of the reason of the tax. Revenue collected in respect of taxed correspondence should be brought to account as miscellaneous revenue.

Registers and Parcels—If at any point in the circulation through the post of a register it is observed that the value of the stamps affixed is insufficient to cover the appropriate charges the register should be marked with the amount of the deficiency, not double the deficiency as

in the case of ordinary correspondence and the amount of the deficiency should be collected from the addressee on delivery. Parcels must be pre-paid in full before being accepted from the public, both as regards ordinary postage and also the special fees for insured and C.O.D. Services.

TELEGRAPHS

Attention to the Public

Postmasters at Wireless Offices having no assistant and working an hourly schedule, are sometimes unable to give the public prompt service at the wicket. Some annoyance and loss of time might be prevented if the Postmaster had a table of his Wireless Schedules posted in the waiting room for the information of those wishing to do business with him. The public after a while would no doubt form the habit of timing their calls to correspond with the period when the Postmaster could give them his undivided attention.

TELEGRAPH TRAFFIC JULY

Class	1942	1943	Increase	Decrease
Paid Telegrams (includes Priority)	69,483	80,001	10,518	.....
Priority	9,542	9,853	311	.....
Phono-telegrams	1,591	1,861	270	.....
Total paid traffic	71,074	87,862	16,788	.....
Deadhead and Service messages	7,552	9,925	2,373	.....
Telegram equivalent Public Despatch	2,960	3,190	230	
Total traffic	81,586	100,977	19,391	

During July 17 complaints were received and investigated and in 15 cases the Service was found to be at fault through negligence or carelessness on the part of officials. In this connection fines ranging from 10 cents to 65 cents were imposed on 9 officials.

EXAMINATION OF TELEGRAMS

Attention is drawn to the following extracts from the regulations governing the examination of telegrams for evidence of transmission, etc., and the exchange and confirmation of daily number reports, which appear on pages 278 and 279 of the Post Office Circular:

A. At regular intervals (hourly if possible) the "sent" files should be inspected to ascertain if all telegrams sent since last inspection bear proper evidence of transmission.

B. The numbers on telegrams sent and received are to be examined to see that none are missing and that any errors discovered are corrected.

C. Numbers are to be compared daily between offices at closing.

D. If through any unavoidable cause numbers cannot be exchanged on the date of transmissions, comparison must be made on the following morning.

CHANGE OF TELEPHONE

The private telephone at the residence of Mr. Ira Pritchett at Middle Brook South has become a public telephone with effect from the 1st July 1942.

ACCOUNTING

Alterations or Erasures in Money Orders Presented for Payment

When a Money Order is presented for payment the Postmaster must examine it carefully. If there are any alterations, erasures or difference between words and figures payment must be refused.

Two D.H. telegrams must be sent to the Chief Accountant, reporting the irregularity and asking the correct amount of the Money Order according to the Issue Sheet, and one to the Postmaster at the Issuing Office asking the amount of the Money Order according to his records. On receipt of a reply from the Chief Accountant the Money Order may be paid at the figure quoted by him. The Postmaster should write across the face of the order "Paid at $ ..... as per attached Telegram" and pin to the Money Order a copy of the Chief Accoutant's tele-

gram. When the reply is received from the Postmaster at the Issuing Office it must be compared with the figure quoted by the Chief Accountant. Any difference must be reported at once to the Chief Accountant.

Postmasters are reminded that they may be held responsible for any loss incurred by the Department through the payment of a Money Order on which any erasure, alteration or difference appears.

Postmasters should keep at the counter the Money Order Paid Sheets. As soon as a Money Order has been paid the particulars should be entered on the Paid Sheet.

INTERNATIONAL MONEY ORDERS

Complete Address of the Payee Must Be Given

Payment of International Money Orders is very often delayed because the remitter has failed to furnish the complete address of the payee. If the payee lives in a city or town the name of the street and the number of his house, as well as the name of the city or town should be given and if he resides in a small village or locality which has no post office of its own, the name of the village or locality should be stated in addition to the name of the paying post office.

STOLEN CANADIAN POSTAL MONEY ORDER FORMS

The following Canadian Postal Money Order Forms have been reported stolen:

TORONTO.... .... ¼ .... 400-47421 to 47600

POST OFFICE CIRCULAR.

THURSDAY, 2nd SEPTEMBER, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Grand Beach .. .. Mrs. Laura Weymouth to be Postmistress and Telephone Attendant as from the 22nd June, 1943.

St. John's Telegraphs .. .. Mrs. Mary JudithShorthall to be Operator as from the 9th August, 1943.

Jerseyside .. .. Mrs. Mary Miller, whose resignation was to take effect as from the 30th June, has withdrawn her resignation and has been appointed Postmistress and Telephone Attendant as from the 1st July.

Corner Brook .. ..Mrs. Kathleen Collins to be Messenger as from the 23rd August, 1943.

Aguathuna.... ....Mrs. Max Snow to be Postmistress and Operator as from the 19th August, 1943.

Swift Current ... . Mr. Wilson G. Stacey to be Telephone Attendant as from the 7th August, 1943.

St. John's Telegraphs . ... Miss Greta Janes to be Telephonist as from the 11th August, 1943.

Manuels .. ..Miss H. Morgan to be Postmistress and Telephone Attendant as from the 16th August, 1943.

Corner Brook . ... Miss Marguerite Lawson to be Assistant as from the 16th August, 1943.

TRANSFERS

Placentia ... .Mr. Denis Ryan, Assistant Argentia, to be Assistant Placentia as from the 10th August, 1943.

PROMOTIONS

St. John's Accounts Branch ... . Mr. Alexander G. Seward, Grade III Clerk, to be Grade II Clerk as from the 10th August, 1943.

Garnish ... .Miss Belle Grandy, Messenger Garnish, to be Messenger-Assistant as from the 1st September.

OFFICE CLOSED

Rantem Harbour.... ....The Telephone Office at Rantem Harbour was closed on the 11th July, 1943.

VACANCIES

Musgrave Harbour.... ....Position Postmaster and Operator. Salary $480.00 per annum with War Bonus in addition.

Flat Islands, P.B. ... .Position Postmaster and Operator. Salary $480.00 per annum with War Bonus in addition.

Little Bay, N.D.B. ... .Position Postmaster and Operator. Salary $540.00 per annum with War Bonus in addition.

Pilley's Island ... . Position Postmaster and Operator. Salary $600.00 per annum with War Bonus in addition.

Millertown.... ....Position Postmaster and Operator. Salary $840.00 per annum with War Bonus in addition.

Applications for the above vacancies will be received up to the 15th September. Applicants should address their applications to the Secretary. The attention of candidates is called to the rule which prohibits them from applying except through their immediate superior officers. Applicants should give full particulars of experience, age, education, etc.

ANNUAL AND SICK LEAVE

The following Treasury regulations governing Annual and Sick leave is published for the information of the staff:—

Annual Leave The period January 1st to December 31st comprises the leave year. Officers entering or leaving the Service will only be entitled to the proportion of their leave which corresponds with the portion of the leave year during which they serve.

It is pointed out that officials who have completed their annual leave and who resign before the year is complete will have deduction made from their salary on resignation for the number of days leave over which they were entitled. Officials at outport offices, under the grade III basis or the equivalent thereof are entitled to 12 working days annual leave or one day per month. Therefore, should an official who has had twelve days leave, resign on the 31st August he would have four days salary deducted as he was entitled to but eight days.

Sick Leave Temporary Officials may be granted sick leave with pay in accordance with the following scale:—

Length of Service	Sick leave with pay
One month	Nil
Two to six months	Three weeks on full pay
Seven to twelve months	Four weeks on full pay
Over twelve months	Six weeks on full pay and Six weeks on half pay

It should be noted that this sick leave is granted in any period of twelve months, not, as in Annual Leave, for 1st January to 31st December.

MAILS

Parcels of Tobacco and Cigarettes for Prisoners of War

Tobacco and cigarettes may be sent to prisoners of war and interned civilians in enemy and enemy-occupied countries and prisoners of war in neutral countries by special arrangements with the Imperial Tobacco Co., Ltd., at St. John's, who holds special permit from the Chief Censor. Orders may be placed with this Company by relatives of Prisoners of War without restriction as to next of kin or frequency of mailing. The minimum quantity which may be sent free of duty in

one parcel is 4 ounces net. No maximum quantity is set for tobacco and cigarettes provided the parcel is within the 11 lb. limit.

No Airgraph Service to British West Indies

All concerned are advised that there is no Airgraph service in operation between Newfoundland and British West Indies including Bahamas, Barbados, Jamaica and Trinidad.

Airgraph messages to the British West Indies are not to be accepted and persons wishing to send such messages should be advised that the British West Indies is an address to which Airgraph is not available.

Mail Bags

Many of the empty mail bags when returned to the General Post Office, St. John's, are received in a very unclean condition, in fact some of them are in such a condition as to be almost unfit for further use.

There is evidence to show that these bags are used for purposes other than those for which they are supplied; this applies especially to the small white bag marked "R" in red provided for the despatch of registered mail only, but the suspected irregular and careless usage is not confined entirely to that class of bag. The larger bags (blue and white stripe) are not as a rule taken proper care of.

All officials of this Department, whose duty demands that they handle mail bags, are reminded that these bags are an expensive necessity and, therefore, must be handled with reasonable care. Under no circumstances must they be used for any purpose other than as containers for the conveyance of mail; mail bags must not be allowed into the hands of members of the public.

Postmasters at offices with courier connections should see that contractors for the conveyance of mails observe these instructions and that any irregularity relative thereto is reported immediately to the Secretary.

All Postmasters, and especially those in charge of distribution offices, are again instructed to make sure that all mail bags are emptied by turning them inside out.

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during December, 1942:—

OFFICE	ERRORS	NO. OF ORDERS ISSUED AND PAID DURING DECEMBER
Argentia	7	1126
Badger	5	174
Baie Verte	4	57
Bay L'Argent	6	142
Bell Island Mines	7	1095
Branch	6	62
Buchans	5	708
Carbonear	6	667
C.A.P.O. No. 4	5	1225
Catalina	4	286
Clarenville	8	348
Ferryland	4	111
Fox Harbour	6	203
Gambo	11	368
Glenwood	5	114
Glovertown	4	238
Humbermouth	4	130
Lewisporte	11	791

Little Bay, N.D.B.	4	83
Placentia	5	403
Port Blandford	9	207
Port Saunders	4	72
St. Brendan's	17	154
St. George's	7	328
St. John's East	12	2402
St. John's, G.P.O.	7	5277
Seal Cove, W.B.	7	74
Stephenville	4	454
Windsor	4	360

Total number of Orders issued during December	38,351
Total number of Orders paid during December	18,228
	56,579
Total number of errors	418
Percentage of errors	.73
i.e. approximately 7 errors for each 1,000 Orders issued and paid.	
Total number of figure errors	394
Percentage of figure errors	.69
i.e. approximately 7 errors for each 1,000 Orders issued and paid	

Monthly Traffic Reports

It has come to notice that a number of offices fail to forward their monthly traffic reports. Instructions as to the preparation of these reports have been repeated from time to time in the Post Office Circular and there is no reason why these reports should not be completed and forwarded to the Statistical Officer when the period to which they refer is closed. Should any Postmaster find difficulty in compiling his report he should place his problem before the Statistical Officer who will advise him as to the proper procedure.

Notice is hereby given that effective the 1st Septmeber, 1943, a fine of .10 cents will be imposed on the official failing to forward his report for any period. Reports should be forwarded by the first available mail leaving the office after the closing of the period for which the reports are required.

TELEGRAPHS

Communication Reestablished with Places on Cape Shore (Placentia)

Telephone communication was re-established with Ship Cove, Patrick's Cove and Cuslett on the 24th August, 1943.

Placentia is the connecting telegraph office.

Correction

In July Telegraph Traffic statement which appears on page 1303 of the Post Office Circular, the paid telegram figures for 1943 should read 86,001 instead of 80,001 and the amount of increase over the 1942 figures, should read 16,518 instead of 10,518.

Bait Intelligence Service

Since the 17th of August, a daily report of bait conditions in their respective areas, is being telegraphed by the Postmasters of the following offices, on behalf of the Department of Natural Resources:—

Holyrood, Dildo, Cape Broyle, Baine Harbour, Rencontre East, English Harbour West, Rencontre West, Burgeo, Bonavista, Fogo and Englee.

These reports are by collect message addressed "BAIT" Natural Resources and charged for at the rate of .15 cents for ten words or less and .01½ cents for words in excess of ten.

POST OFFICE CIRCULAR.

THURSDAY, 16th SEPTEMBER, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Trinity, B.B. .. .. Mrs. I. R. Norris to be Postmistress and Telephone attendant as from the 8th September, 1943.

Bishop's Fall ... . Miss Pauline Simms to be Postmistress and Operator as from the 1st September, 1943.

Bay Roberts .. .. Miss Marcella Bradbury to be Messenger as from the 1st September, 1943.

Argentia .. .. Mr. H. E. Day to be Assistant as from the 10th August, 1943.

Carbonear .. .. Mr. T. Wilbert Howell to be Messenger-Assistant as from the 1st September, 1943.

Fogo ... . Mr. Hubert Leyte to be Messenger as from the 2nd September, 1943.

TRANSFERS

Curling ... . Mr. J. Flynn. Postmaster and Operator Little Bay, N.D.B., to be Postmsater and Operator Curling as from the 5th September, 1943.

Botwood Wireless ... . Mr. Ewen Norman, Postmaster and Operator Pilley's Island, to be Assistant Botwood Wireless as from the 1st September, 1943.

PROMOTIONS

Grand Falls ... .Mr. Ronald Walsh, Carrier Assistant, to be Assistant as from the 1st September, 1943.

Grand Falls ... .Mr. Warick Boone, Carrier, to be Carrier Assistant as from the 1st September, 1943.

LEAVE

In spite of repeated instructions to the effect that all leave must be reported to the Staff Clerk, a number of Postmasters fail to do so. It is impossible to keep proper check on the outport staff unless these reports are sent in as soon as leave commences and on the date of resumption of duty. All Postmasters will please observe this instruction in future.

BILLS FOR PAYMENT

It frequently happens that bills for relief are forwarded not properly prepared. The following instructions are repeated:—

"1. Relief officials engaged at a monthly rate will be paid in the proportion of the number of days they are engaged to the total number of days in that month. For example, a person engaged from the 7th to the 20th December inclusive at $40.00 per month would receive fourteen thirty-firsts of forty dollars. A person engaged from the 7th to the 20th June inclusive at $40.00 per month would receive fourteen thirtieths of forty dollars.

2. Relief officials engaged at a daily rate will be paid only for the days on which they work. For example, a person engaged from the 8th September to the 14th inclusive where he or she is not required to work Sundays, would receive six days pay.

3. In the case of a relief official engaged on the 24th August to the 4th September for example, where the number of days in August and September differ, the bill should be prepared as follows: eight thirty firsts of the salary for August and four thirtieths of the salary for September.

4. In all cases bills must be prepared by the person presenting them, who must show on the bill the period during which he works.

The Postmaster must then show the order number on the bill, state the period during which the expenditure was incurred, check the calculations of the amount of the bill as in 1, 2, and 3 above and certify the bills as being correct in all respects. There is no need for relief bills to be prepared in duplicate.

MAILS

Closing Date for Air Mails

It is notified for information that, effective the 15th September 1943, the closing hours at the General and East End Post Offices, for Air Mails to Canada and the U.S.A., will be as follows:

1st Despatch ... 2 p.m.
2nd Despatch ... 9 p.m.

T.C.A. Schedules

The Trans-Canada Air Lines have announced a change in schedule which becomes effective on the 15th September, 1943:—

Two flights daily to Sydney and Moncton:—

Leave St. John's	600 a.m.	and	5.45 p.m.
Arrive Sydney	8.55 a.m.		8.40 p.m.
Arrive Moncton	10.35 a.m		10.20 p.m.

Leave Moncton	11.40 a.m.	12.00 midnight
Leave Sydney	1.10 p.m.	1.30 a.m.
Arrive St John's	5.00 p.m.	5.20 a.m.

Other T.C.A. Services

Three flights daily from Moncton to Montreal (connections to New York and Washington), Ottawa and Toronto.

Three flights daily between Moncton and Halifax.

Two flights daily from Moncton to Winnipeg.

One flight daily from Moncton to Regina, Lethbridge, Calgary, Edmonton, Vancouver, Victoria and *Seattle.

One flight daily from Moncton to London, Windsor, (Detroit) and *Chicago.

*Via connecting airlines."

Mail Service to Sweden

Mail service to Sweden is suspended except for letters in their usual and ordinary form.

Mail matter for Sweden, other than letters in their usual and ordinary form, will not be given despatch. Senders should be advised accordingly.

No Registration Service to Switzerland

Attention is again directed to the fact that that there is no registration service to Switzerland. Postmasters are reminded that registered articles cannot be given transmission, and consequently, should not be accepted.

Compulsory Registration

The transmission through the post of money in the form of coin or notes is prohibited unless the letter in which the money is contained is registered.

Any unregistered letter which contain coin or notes, such being evident from its external appearance or feel, (without the necessity of tampering or opening which is forbidden) must be registered by the Post Office official noticing it, and in all subsequent stages of its treatment up to the time of its delivery to the addressee it must be dealt with as a registered item. It must be surcharged with the amount of the registration unless it bears postage stamps sufficient to cover wholly or in part the amount of this fee. The surcharge or deficiency must be collected from the addressee on delivery. Any unregistered letter which bears the word "Registered" or similar word or words to indicate that the sender desires it to be registered should be registered by the Post Office official noticing it and similarly dealt with as regards to surcharge as indicated in the previous paragraph. This applies, of course, also to the official registered envelopes. If, however, through inadvertence or ignorance of the sender, one of these envelopes is posted ordinarily instead of being given to a Post Office official for registration and receipt, it should be compulsorily registered immediately.

The following notice is published for the guidance of the public and should be copied neatly in ink, if a typewriter is not available.

NOTICE

Regulations Covering the Transfer of Money by Mail

"Coin or Bank notes must not be mailed by ordinary letter or parcel post mail but should be sent by REGISTERED LETTER MAIL only.

Coin for delivery in Newfoundland should be securely wrapped and enclosed in one of the Department's Registered envelopes which should be passed to the receiving Postmaster who will register it and give a receipt for same.

Bank notes should also be forwarded in one of these envelopes in the same manner.

The Department will not accept responsibility for the loss of money which is not mailed in accordance with these regulations, and any ordinary letter suspected by the Postmaster to contain coin or bank notes will be compulsorily registered by the Postmaster and the registration fee collected from the addressee, but no compensation will be made for any loss sustained.

It is contrary to Postal Regulations to forward coin by mail outside Newfoundland.

The Money Order Service offers the safest means of transferring money for delivery in Newfoundland or abroad."

STORES

When requisitioning for stove pipe Postmasters should always state size of piping required, also whether it can be purchased locally and if so to give the approximate cost of same.

When requisitioning for roof caps, flanges, etc., officials should send a rough sketch of type and measurements of flange, type of roof it is required for. This is essential to save delay and unnecessary correspondence.

TELEGRAPHS

Telegraph Traffic August

Class	1942	1943	Increase	Decrease
Paid telegrams (included Priority)	71,436	80,101	8,665	.....
Priority	9,707	10,413	706	.....
Phonotelegrams	1,392	1,523	131	.....
Total paid Traffic	72,828	81,624	8,796	.....
Deadhead and Service Messages	7,852	9,202	1,350	.....
Telegram equivalent public despatch	3,390	2,480	.....	910
Total traffic	84,070	93,306	9,236	.....

During this month 41 complaints were received and investigated. In 39 cases the service was found to be at fault through carelessness or negligence on the part of officials and in this connection fines ranging from .10c to .50c were imposed on officials.

Delivery of Telegrams to Coastal Steamers

In the delivery of telegrams to coastal steamers arriving after office hours, or where the ship does not call at a pier, regulations governing the delivery of telegrams to points where the Department has no telephone office, as directed in Secretary's Circular No. 54, should apply.

Telegrams should be enclosed in a covering envelope bearing the number and date of the enclosed telegram addressed to the Mail Clerk and treated as a registered package. The mail clerk should sign the accompanying letter bill, obtain receipt from the addressee if on board, and return both bill and receipt to the despatching office by return mail.

The office of destination should notify the office of origin of the disposition of the telegram.

POST OFFICE CIRCULAR.

THURSDAY, 30th SEPTEMBER 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Beaumont .... Miss Marcella M. Short to be Postmistress and Telephone Attendant as from the 24th June 1943.

Francois .... Miss Mary Simms to be Postmistress and Operator as from the 16th September, 1943.

Clarke's Beach .... Mr. Samuel Moores to be Messenger as from the 17th September, 1943.

Manuels .... Miss Annie Snow to be Postmistress and Telephone Attendant as from the 16th September, 1943.

Square Island, Lab. .... Mrs. Ben Powell to be Postmistress as from the 1st October, 1943.

OFFICE OPENED

Black Island, N.D.B. .... An A.D.C. Telegraph Office was opened at Black Island, N.D.B., on the 22nd September, 1943. This office is Telegraph only and is independent of the Post Office at Black Island. The call letters are BI.

BILLS FOR PAYMENT

The attention of all Postmasters is drawn to the courier bills passed to them for certification.

Bills are received at Headquarters not properly filled in, Post Office address of couriers not given and period of service not quoted.

The following instruction regarding the preparation of bills for payment appeared on page 633 of the Post Office Circular of the 2nd November, 1943:—

> "No Postmaster should make out a bill in his own handwriting for another person. The bill against the Department must be handed to the Postmaster for examination and his signature will verify its correctness. It must then be mailed by the payee properly prepared."

and the following instruction appeared in the same Circular:—

> "Postmasters should make sure when forwarding bills to the Department for payment that the address of the person to whom payments to be made is clearly shown. This will avoid undue delay and settlement of the account."

There is reason to believe that Postmasters are not following out these instructions properly. In several instances bills have been received on which the name of the payee and/or the payee's address is illegible. This results in unnecessary correspondence between Head Office and the Postmaster to ascertain to whom payment is to be made and the address in certain cases. Also bills against the Department have been forwarded on the Department's official bill heads. This is contrary to regulations, as bills are personal communications. They must be prepared by the payee on his own stationery.

In offices where electric lights are used, Postmasters must take care that they check the meter readings shown on the bills for payment. Where meters are installed Postmasters are advised to check on their meters when they know that no power is being used to see whether or not the meter is creeping. This will be evident by looking at the bright aluminium disc which should be stationary when no power is being used. If it is found that this disc is revolving while all lights and other power outlets are not in use, the supply company should be asked to come and check up.

STATISTICS

The Semi-Annual Statistics will be taken in November, commencing on the first and ending on the 30th. Post Office Circular dated the 6th March, 1941, has the following references to statistical instructionss, to which Postmaster's attention is directed:—

> "Since November, 1936, when the semi-annual statistics were first compiled, statistical instructions can be found by referring to the index of the Circular, a copy of which has been sent to each Postmaster. The Statistical instructions issued may also be found by referring to Post Office Circular of the 10th October, 1940, page 832, and to other Circulars to which the Circular of the 10th October, 1940. refers."

CORRESPONDENCE WITH OTHER DEPARTMENTS

It has recently come to notice that officials of this Department have been corresponding with the Heads of other Departments with respect to salaries and other matters.

This is contrary to regulations. In all cases when a subordinate official desires to communicate with any other Government Department on any matter whatsoever all correspondence should be forwarded to the Head of his Department who will pass it to the Secretary to be forwarded to the Department concerned. In the same way subordinate officials at outport offices are forbidden to have direct communication with Head Office. All correspondence in this case including applications for vacancies must be forwarded through the Postmaster or official in charge.

DATE STAMPING OF CORRESPONDENCE

Outport officials are instructed to place in the upper right hand corner of all correspondence from their office to Head Office a clear impression of the date stamp of their office. Particular care must be taken to see that all account records forwarded to the Accounts Branch carry this impression.

MAILS

Christmas Parcels for Armed Forces Overseas

The attention of the public should be drawn to the fact that Christmas parcels for the Armed Forces Overseas should be mailed as early as possible to ensure delivery on or before Christmas and to avoid disappointment to the addressee. A notice will be published in the Post Office Circular giving the latest dates of acceptance of parcels for delivery before Christmas.

It is notified that neither tea nor sugar may be included in parcels addressed to persons whether or not in the Forces.

Parcels addressed by number and rank to persons serving in the Armed Forces abroad (excluding those in Canada and the United States to whom no food may be sent in parcels) may contain up to, but not over, 4 pounds of food stuffs.

MATCHES OR OTHER INFLAMMABLE MATERIAL MUST NOT BE SENT THROUGH THE MAILS.

ACCOUNTING

Remittances to Cashier

Remittance forms are received by the Cashier, Head Office, which are made out in pencil. This is irregular. The remittance form states that it must be pepared in INK. Postmasters guilty of this breach will govern themselves accordingly.

Registers to Cashier and Bank of Montreal

All registered envelopes addressed to the Cashier, G.P.O., and to the Bank of Montreal, must be sealed with sealing wax in the space provided for this purpose and the wax should bear the impression of the seal of the office.

Sufficient wax should be used so that the impression is discernible.

Acceptance of Coin

Mutilated coins have recently been received by the Cashier from certain Post Offices. It is therefore necessary to remind Postmasters that such coins are valueless, also that all silver and copper foreign coins, except those of the United Kingdom, Canada and the United States are not legal tender and should not be accepted.

Postmasters are requested to give particular attention to this matter and abstain from including in their remittances such unacceptable coin referred to above.

TELEGRAPHS

Bills for Line Repair Work

It is observed that Postmasters and Telephone Attendants are not in all cases carrying out the instructions in Secretary's Circular No. 85, which states that no bill for services in connection with line repair work must be made out by the person to whom it is payable and must in all cases be accompanied by a properly prepared statement of the repairs carried out. All bills must be certified by the Postmaster or Telephone Attendant, who, as the agent of the Department, must take all reasonable means of verifying that the work for which payment is claimed. has been duly performed. Any expenditure claimed by the line repairers and hired men must be accompanied by proper receipts or vouchers and the expenditure order number must always be shown on bills, vouchers and report forms. A specimen copy of the report form may be obtained by reference to page 1140 of the Post Office Circular of the 2nd April, 1942.

Acceptance of Collect Telegrams for Members of Naval and Military Forces in Newfoundland

The following is taken from page 1132 of the P.O.C. of the 19th March:—

"Owing to the impossibility of effecting personal deliveries, collect telegrams cannot be accepted for members of the Naval and Military forces in Newfoundland. Telegrams so accepted after the 19th March, 1942, will be made prepaid and charged against the office of acceptance without notice to that effect."

Deposit Must Be Made for "Collect" Telegrams

Attention is again drawn to the following notice which appeared on page 1155 of the Post Office Circular:—

"Parties offering collect telegrams must is future deposit with the accepting clerk or operator the cost of transmission. This deposit will be refunded to the sender after sufficient time has elapsed to indicate that the telegram has been duly delivered. Prompt notice must be sent to the office of origin by the receiving office of non-delivery or inability to collect. Operators failing to comply with this instruction may be charged with the cost of the telegram. Non-delivery will not necessarily be sufficient cause for refunding a deposit unless it is definitely proved that it was caused through fault of the Department. This instruction does not refer to messages sent by presons duly authorised to use the "Collect" service for the purpose of sending messages for Departments of Government."

Conversation Between Wireless Offices Forbidden

Several infractions of the regulation which appears on page 610 of the Post Office Cicular and which is republished below, have recently been reported and are being investigated:—

The following notice was sent to all wireless offices on the 16th September, 1939:—

"It has been brought to the attention of this Department that Operators at Wireless offices are in certain cases indulging in unnecessary conversation. The use of wireless must be confined to absolute needs of the service only. Any operator breaking this rule will be heavily punished and is liable to be summarily dismissed from the Service."

Telegrams Addressed to Passengers on Trains

Telegrams addressed to passengers on trains due after hours, or at other times when it is not possible to make delivery to conductor personally shall be delivered to the Railway Agent, the usual receipt shall be obtained. Address telegrams in care of Conductor.

POST OFFICE CIRCULAR.

THURSDAY, 14th OCTOBER, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Stephenville Crossing ....Miss Marguerite Cashin to be Assistant as from the 1st October, 1943.

Harbour Grace ....Miss Mary Holloway to be Messenger as from the 18th September, 1943.

Pilley's Island ....Mr. H. V. Newhook, to be Postmaster and Operator, as from the 1st October, 1943.

St. Lawrence ....Miss Madeline Cusick to be Messenger-Assistant as from the 13th September, 1943.

Trinity East ....Mr. Richard Jones to be Postmaster and Telephone Attendant as from the 1st October, 1943.

Fogo ....Miss Janet Rendell to be Messenger as from the 1st October, 1943.

Buchans ....Miss Pauline Bennett to be Messenger as from the 6th October, 1943.

NOTICE

The Staff should refrain from submitting their applications for advertised appointments unless they are prepared to accept unconditionally the appointment if offered to them. A great deal of inconvenience has been caused recently by candidates whose applications have been favourably considered and who after being transferred to a post find that they are unable to obtain accommodation or that the cost of board is too high and request to be returned to their former office. In addition to the inconvenience that is caused there is unnecessary expenditure to cover cost of travelling. In future if an official is unable to remain at a post after a transfer, the cost of travelling to and from the post will be charged back to the official.

When an appointment is offered to an official or when an official makes application for an office he should first inquire at the place to ascertain if it is possible to secure accommodation or the cost of board.

Many officials of this Department appear to be under the impression that they are appointed to a specific office and are not subject to transfer if they do not desire a transfer. This impression is false. All officials are appointed to the Newfoundland Civil Service and are subject to transfer to any other office at the pleasure of the Department providing that except for disciplinary reasons there is no reduction in salary. Due to the number of resignations it is becoming increasingly difficult to staff the outport telegraph offices and it is found necessary to transfer certain officials, who can be replaced by students, to fill these vacancies. If an official is instructed to proceed to another office he or she must do so unless such a transfer seriously affects the official in which case full particulars for refusal must be given. These circumstances will be taken into

consideration and if justifiable no further action will be taken. If this Department does not consider that the reason for refusal of duty is sufficient the official will be subject to disciplinary action.

The Staff should bear the above instructions in mind when making application for vacancies or when instructed to proceed to another office.

CORRECTION

With reference to the instructions appearing on page 1313 of the Post Office Circular of the 30th September in connection with the preparation of bills for payment which should not be made out by the Postmaster for another person, it is pointed out that this instruction does not apply to courier bills where the Postmaster is required to make out the bill at the end of each month.

LEAVE

Postmasters are again reminded that they are not to absent themselves from duty without first obtaining permission from Head Office. When leave is granted officials must resume duty at the expiration of leave.

The attention of all officials is drawn to the fact that when an official commences leave a notification must be sent to the Staff Clerk; also on the resumption of duty from such leave. The attention of officials at non-telegraph offices is especially directed to this instruction.

Accumulation of Leave

Members of the Post Office Staff, residing in the Outports, who wish to have their annual leave deferred from one year to the following year so that they may accummulate leave of one month to visit relatives or friends in distant settlements, should make application to the Secretary before the end of the current calendar year and give the reason for the request.

It should be noted that this does not constitute a general concession for the Staff to postpone their holidays in any one year in order to have a month's holidays the following year. It would be impossible to grant such a general concession. The difficulties of leave substitution which are already considerable, would be greatly increased. Each application which may be made will be considered strictly on its merits and will be subject to the overriding consideration of the exigencies of the public service.

When annual leave is cancelled for the staff in general owing to some unforeseen cause or causes, members must understand that this cancellation does not constitute a right to demand a month the following year.

Annual leave for the year 1943 must be completed before the 31st December, 1943.

MAILS

Christmas Mails for Overseas

Parcels, letters and cards, etc., for the countries indicated below and intended for delivery by Christmas, must be posted in time for despatch from St. John's to England not later than the following dates:—

20th October.... ....Australia, Gold Coast Colony, Iran, Iraq, Kenya and Uganda, New Zealand, Nigeria, Tanganyika, Zanzibar.

20th October.... ....Aden, Ceylon, Cyprus, Egypt, India, Palestine, Sierra Loene, South Africa, Rhodesia Northern and Southern (mark via Capetown) Sudan, Syria.

30th October.... ....Great Britain and European countries, Gibraltar, Malta, Morocco (British Agencies).

The latest dates for posting mail for Canada, the U.S.A., and other American countries, for delivery by Christmas, will be advised in due course.

Outport offices will arrange to have Christmas mail for the above countries at St. John's before the specified closing dates.

Date Stamping Mail and Cancelling Postage Stamps

The attention of Postmasters is directed to the necessity for carefully date-stamping all letters and other articles of mail posted at their offices so that a distinct impression of their date stamp appears thereon, and the postage stamps are effectively cancelled.

Frequently, addressees find it necessary to refer to the date stamp impressions on envelopes and covers in order to confirm or verify the actual date and place of mailing, and much annoyance and inconvenience is caused when the impressions fail to reveal the desired information.

Postmasters are requested to see that the type in date stamps and cancelling machines is at all times kept clean so that clear and distinct impressions may be placed on letters and other mail.

"BUY WAR SAVINGS CERTIFICATES"

On the Monthly Savings Plan

For the past two years arrangements have been made whereby officials of this Department have purchased "WAR SAVINGS CERTIFICATES" on the monthly savings plan. All that is necessary is for the official to notify the amount he or she desires to have deducted monthly or quarterly as the case may be from the salary. Most officials find this a convenient and easy way to purchase their certificates.

During the first week in October forms were mailed to all offices which may be completed if any official desires to purchase certificates on this plan. The response to this appeal in former years has been quite satisfactory but it is hoped o make this year a bumper year in the purchase of WAR SAVINGS CERTIFICATES.

It does not matter whether the amount you wish deducted is large or small—it is your effort in securing VICTORY and every cent counts to this end. Complete the forms which have been mailed and return to the Secretary, Department of Posts and Telegraphs, by return mail. Certificates will be mailed to you by registered post as soon as you have contributed an amount sufficient to purchase a certificate.

"BUY WAR SAVINGS CERTIFICATES"

ACCOUNTING

Money Orders Covering Payment for C.O.D. Parcels

Considerable delay is being experienced in effecting payment of Money Order issued in payment of C.O.D. parcels.

Postmasters are reminded that all such money orders are to be forwarded direct to the payee and **not** to HEAD OFFICE.

Endorsement of Cheques

Cheques are being returned by the Bank of Montreal to the Cashier Head Office which were received improperly endorsed and in some cases with no endorsement.

The following instruction is again repeated:—

> All cheques should be endorsed by the payee, but if the payee cannot write the endorsement must be made by mark and witnessed by two persons giving their full address, in the following manner:—

his
John X Smith
mark

Witness:— James Brown
Epworth.
John Jones,
Epworth.

Witnesses must state their address.

Remittance Forms

Remittance forms must be made out in INK. When made out in pencil it is not easy to distinguish the amounts and quite possible for errors to be made at Head Office.

A remittance form must be enclosed with each account. It is not proper to include two remittances on the one form.

Remittances to the Cashier must be registered in the CASHIER Envelopes and not in the ACCOUNTANT envelope.

Requisitions for funds must be despatched as speedily as possible. Postmasters are requested to have requisitions at Head Office before 11 a.m. on mail days. Requisitions received after this time are not despatched until the following day

TELEGRAPHS

Free Delivery of Telegrams

The limit of free delivery of telegrams is as follows:—Where there is no messenger telegrams shall be delivered by the Postmaster up to one mile. Where there is a messenger the free delivery shall be one and a half miles with the extension of this distance left to the discretion of the Postmaster. Beyond this limit a telegram becomes liable to special delivery. Under certain circumstances a telegram may be delivered by trustworthy chance or a request should be sent by chance to the addressee to call and take delivery.

When a telegram is received for an addressee outside the delivery limit and no immediate possibility of free delivery presents tself, the office of origin should be notified of non-delivery and of the cost of delivering by special messenger.

In every case confirmation of delivery must be obtained.

Checking of Telegrams at Time of Acceptance

Telegrams must be carefully read by the Acceptance Clerk at the time of acceptance to see that they are understandable and to obtain information from the sender of any doubtful or badly written words or figures. A telegram containing obvious errors must not be held at the office of acceptance if the sender cannot be got in touch with immediately but must be forwarded "Subject to correction."

Telegrams containing obvious errors or wrong checks should not be held for correction at any point in transmission or at the office of destination but must be forwarded "Subject to correction" and delivered forthwith. The office making the notation "Subject to Correction" should send a service message immediately to the office of acceptance in connection with the doubtful points in the telegram.

Teleprinter Operation

Operators should familiarize themselves with the instructions contained in the booklet "Teleprinter Operating Instructions" a copy of which was issued to all operators. Particular attention is called to the instructions respecting the transmission of figures and code words, messages, endorsements and operators records (number sheets).

POST OFFICE CIRCULAR.

THURSDAY, 28th OCTOBER, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. John's East ... Mrs. Max Reid to be Counter Clerk as from the 11th October, 1943.

Flat Islands, P.B. ... Miss Lillian Gregory to be Postmistress and Operator as from the 28th Septmeber, 1943.

Marquise ... Mr. Peter Ryan to be Assistant as from the 13th October, 1943.

Brigus ... Miss Marcella Curtis to be Messenger-Assistant as from the 1st October, 1943.

Heatherton ... Mr. D. J. Legge to be Telephone Attendant as from the 15 h September, 1943.

Curling ... Mr. William Brockway to be Messenger-Assistant as from the 1st October, 1943.

Gander Bay ... Miss Mildred Grant to be Postmistress and Operator as from the 12th October, 1943.

Springdale ... Miss Dorothy Young to be Messenger as from the 1st October, 1943.

St. John's Telegraphs ... Mr. Harold Morrissey to be Clerk as from the 24th October 1943.

St. John's Telegraphs ... Mr. Gerard Ivany to be Learner as from the 1st October, 1943.

Princeton ... Miss Norma Prince to be Postmistress and Telephone Attendant as from the 16th October, 1943.

Corner Brook ... Miss Bernice Matthews to be Learner as from the 7th October, 1943.

Deer Lake ... Miss Levina Chaulk to be Messenger as from the 1st October, 1943.

TRANSFERS

Millertown ... Mr. Joshua Bannister, Postmaster and Operator Fogo to be Postmaster and Operator Millertown as from the 9th October, 1943.

St. John's Telegraphs ... Mr. Samuel Adams, Postmaster Marquise, to be Operator St. John's Telegraphs as from the 15th October, 1943.

Fogo ... Mr. Edwin Winsor, Postmaster and Operator Wesleyville to be Postmaster and Operator Fogo as from the 4th October, 1943.

Argentia ... .Mr. C. J. Pearce, Assistant Marquise to be Assistant Argentia as from the 13th October.

Black Island, N.D.B. ... .Mr. Lester Melbourne, Postmaster and Operator Cape La Hune to be Operator Black Island as from the 17th October, 1943.

PROMOTIONS

Corner Brook . ...Miss Stella Lee, Learner, to be Assistant as from the 7th October, 1943.

St. John's, G.P.O. .. ..Mr. Thomas Stone, Porter, to be Assorter as from the 10th May, 1943.

RETIREMENTS

St. John's Telegraphs .... Miss Hannah Davis, Operator, effective the 31st October, 1943, on medical grounds.

Little Hr. East .. .. Mrs. Olivia Dicks, Postmistress and Telephone Attendant, effective 31st October, on age limit.

DISMISSAL

Rocky Harbour .. .. Mr. Frederick Laing, Postmaster and Telephone Attendant, effective 23rd July, 1943.

APPRECIATION

The Red Cross and St. John Fund, through Lt.-Col. Cluny Macpherson, wish to express their appreciation of the way in which the Post Office Staffs helped them in making "Flag Day" a success, especially those Postmasters at the smaller offices who obligingly arranged collections.

MAILS

Blue Bill No. 41314

Notice is given that the BLUE BILL No. 41314 which accompanies Duty, Insured and C.O.D. Parcels has now been discontinued. The Blue Bill will only be inclosed in bags when there are none of the above mentioned parcels despatched with the ordinary parcels.

Correspondence from Outport Offices

From time to time notices have appeared in the Post Office Circular to the effect that correspondence is received at Head Office without the name of office and/or the name of the Postmaster, but, in spite of these instructions correspondence is still received in the same manner. Postmasters could, with very little effort on their part, reduce the amount of delay which is caused by this negligence and special attention is requested to see that the office date stamp is placed on all official correspondence.

Christmas Mails for Overseas

The attention of the public should be drawn to the fact that Christmas parcels for Overseas should be mailed as early as possible, the earlier the better to ensure the timely arrival of the anxiously awaited gift. It is suggested that to help facilitate the provision of shipping space for the overseas Christmas mails to the Forces that each sender should voluntarily cut down as far as possible on the weight and size of each Christmas package, notwithstanding the fact that the maximum weight of a parcel is 22 pounds (only four pounds of which may be foodstuffs). There

is vital need of full co-operation by the public, for this year the Post Office expects an all-time record in the overseas volume of military mails will be established and is already preparing in every way possible to handle and expedite the influx. Greater care than ever before is necessary on the part of mailers, in the preparation of their overseas parcels, in order to avoid delay.

Address all mails in ink, fully, clearly and without misleading abbreviations. Be sure to place return address on cover, also include a slip in the parcels bearing sender's address as well as address of parcel. Prepay all mail correctly.

Parcels should be packed compactly enough to resist the pressure of other mails in the sack and the handling in transit—each article in the parcel firmly secured. Use strong corrugated containers, **not** light cardboard boxes, wrap in several layers of thick wrapping paper, and tie securely with strong cord. Do not use fancy Christmas tissue paper for wrapping, or coloured ribbons to tie. Parcels may be sewn in strong cotton or similar fabric.

Jams, syrups and any other substance likely to leak and spread, if sent at all, must be enclosed in sealed containers, (not glass bottles), surrounded with absorbent material in corrugated cardboard and securely wrapped and tied. A completed Customs Declaration form should be affixed to every parcel. Apples, Grapes, etc., or any article likely to spoil or become damaged, or to injure the mails are not acceptable. **THE MAILING OF MATCHES, SAFETY MATCHES AND LIGHTER FLUID OR ANY OTHER INFLAMMABLE SUBSTANCE IS STRICTLY PROHIBITED.**

Mail Service to Libya, Tripolitania and Cyrenaica

Letters and postcards may now be accepted for despatch to Libya (Tripolitania and Cyrenaica). The rates of postage to be prepaid on letters and postcards are those applicable to foreign countries.

The mail service is confined to the towns of Benghazi, Derna, Homs, Misurata (Misrata), Tobruk and Tripoli.

ACCOUNTING

War Savings Stamps and Cards

Complaints have been received from various sources, particularly from School Teachers, that War Savings Stamps cannot be obtained from Post Offices as required.

Postmasters are again reminded that there is no limit to the amout of War Savings Stamps which may be obtained by any one office and if the initial supply which was sent is found to be insufficient a request should be immediately sent to Head Office to have the amount increased.

It is imperative that sufficient stocks should be on hand to meet the demands of the public. Postmasters are requested to check their stocks and if insufficient stocks are on hand to requisition for an increased supply immediately in order to avoid these constant complaints.

Any office which has not been supplied but has received requests for these stamps should requisition Head Office for a supply.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

East Saint Louis, Sta. 7 Ill.	106,316 to 106,400
Elk Basin, Wyo.	26,606 to 26,800
Hammond, Sta. 1 Ind.	127,686 to 127,800
Houston, Sta. 4, Tex.	87,780 to 87,800
Omaha, Sta. 14, Nebr.	15,627 to 15,800
Rosedale, Ind.	185,705 to 185,800
Tracys Landing, Md.	19,201 to 20,000

The above Orders must not be paid.

TELEGRAPHS

September Traffic

Class	1942	1943	Increase	Decrease
Paid Telegrams (includes priority)	69,137	77,621	8,484	
Priority	9,765	11,251	1,486	.....
Phono-Telegrams	1,426	1,598	172	.....
Total paid traffic	70,563	79,219	8,656	.....
Deadhead and Service Messages	8,991	9,471	480	.
Telegram equivalent Public Despatch	2,860	2,670		190
Total traffic	82,414	91,360	8,946	.....

During the month 47 complaints were received and investigated. In 42 cases the Service was found to be at fault through carelessness or negligence on the part of officials and in this connection fines ranging from .10 to .60 cents were imposed on 35 officials.

Postmasters are reminded monthly telegraph statistical reports should be forwarded by telgraph promptly at the end of each month.

Deadhead and Service Messages

Renewed attention is called to the necessity of using these systems only where it is essential and where the use of the mails cannot serve the purpose.

Telegrams for St. John's Insufficiently Addressed

It is necessary that telegrams for other than well known business firms and/or persons connected with such firms addressed in care of the firm, should have a full and complete street address, that is, house number, name of street, and in the case of telegrams for other than householders, the name of the householder, thus:—

John Smith,
c/o White,
102 Young Street,
St. John's.

If it is not possible to obtain a complete address as outlined above, telegrams must be accepted at the sender's risk and the sender so informed at the time of filing.

In the case of telegrams which are replies and addresses are unknown, the referenee to the telegram to which it is a reply must be given, in the preamble, thus:—"Ans. Yr. 36/14."

Telegrams-Cables-Radiograms-Censorship

Personal telegrams, cables or radiograms handed in at Post Offices by members of the United States Armed Services, or by United States civilians subject to military jurisdiction, must not be acepted unless such messages bear a censorship stamp impression and are handed in by an accredited representative of the United States Commanding Officer at each station.

Supplies of Batteries and Tubes

The following notice was sent to all Offices on the 23rd October 1943:—

Due to difficulty in securing supplies of batteries and tubes in wartime it has been found necessary to reduce the number of these items supplied for winter stocks to Northern offices and this may be done when excessive supplies are ordered by other offices in future. Please note that if receiver and transmitter tubes are not kept lighted when not actually in use A and B batteries should last much longer than they appear to do at some offices. C batteries should last at least a year and should not be renewed until it is certain that receiver failure is due to worn out C batteries. When replacing tubes find out by elimination whether the full set is defective or if trouble is due to failure of one tube only to avoid using full set when only one tube is dead. Your co-operation in this important matter would be appreciated.

POST OFFICE CIRCULAR.

THURSDAY, 11th NOVEMBER, 1943

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. John's Telegraphs ... Mr. Harold Morrissey to be Clerk as from the 24th October, 1943.

Hare Bay, B.B. ... Mrs. Ada Smith to be Postmistress and Telephone Attendant as from the 1st November, 1943.

St. Theresa's ... Mrs. Mary King to be Postmistress and Telephone Attendant as from the 1st November, 1943.

Little Harbour East ... Mrs. Donald Dicks to be Postmistress and Telephone Attendant as from the 1st November.

St. John's, G.P.O. ... Mr. Edward Tobin to be Carrier as from the 23rd May, 1943.

La Scie ... Miss Marjorie Saunders to be Messenger as from the 17th October, 1943.

Little Harbour, Trinity ... Mrs. R. J. Wiseman to be Telephone Attendant as from the 15th October, 1943.

White Rock ... Mrs. Mark Moody to be Telephone Attendant as from the 1st November, 1943.

Clifton ... Miss Beulah Duffitt to be Telephone Attendant as from the 1st November, 1943.

TRANSFERS

Curling ... Mr. C. D. Pritchett, Operator Botwood Wireless, to be Postmaster Curling as from the 23rd October, 1943.

Little Bay, N.D.B. ... Mr. J. Flynn, Postmaster Curling, to be Postmaster and Operator Little Bay, N.D.B., as from the 23rd October, 1943.

Baine Harbour ... Mr. Basil Collier, Postmaster and Operator Gander Bay to be Postmaster and Operator Baine Harbour as from the 23rd October, 1943.

Argentia ... Mr. Charles Lomond, Assistant Botwood, to be Assistant Argentia as from the 21st October.

Badger ... Mr. H. E. Day, Assistant Argentia, to be Postmaster and Telephone Attendant as from the 21st October, 1943.

OFFICE CLOSED

Rosedale ... The Telephone Office at Rosedale was closed on the 31st October, 1943.

CONVERSION OF OFFICE FROM TELEGRAPH TO TELEPHONE

Badger .. ..The Telegraph Office at Badger was converted to Telephone as from the 1st November, 1943. The telegraph connecting office is Grand Falls. There is no other change in the other Postal facilities at Badger. Grand Falls will also be the connecting office for Millertown Junction and Gaff Topsail.

MAILS

Cessation of Summer and Commencement of Winter Courier Service

Postmasters at the offices affected should note the cessation of summer Courier Service and the Commencement of Winter Services as indicated below:—

ROUTE 1

Summer Service to Cease.

(a) Holyrood to Salmonier; (b) Salmonier to St. Mary's; (c) Salmonier to Colinet.
The last trip will be made over these routes on Tuesday, the 30th November, 1943.

Winter Service to Commence.

(a) Holyrood to Salmonier; (b) Salmonier to St. Mary's.
The first trip will be made on Friday, the 3rd December, 1943, and Tuesdays and Fridays thereafter until further notice.

(c) Salmonier to Colinet.
The first trip will be made on Thursday, the 2nd December, 1943, and each Monday, Tuesday, Thursday and Friday thereafter until further notice.
Mails for these routes will be despatched by the train leaving St. John's at 9 a.m Tuesdays and Fridays.

ROUTE 2

Summer Service to Cease.

(a) Heart's Content to Whitbourne.
The last trip will be made on Monday, the 29th November, 1943.

(b) Heart's Content to Carbonear and Brownsdale.
The last trip will be made on Wednesday, the 24th November, 1943.

(c) Heart's Content to Brownsdale.
The last trip will be made on Tuesday, the 30th November, 1943

Winter Service to Commence.

(a) Whitbourne to Green's Harbour.

(b) Heart's Content to Green's Harbour.
The first trip will be made on Friday, the 3rd December 1943, and every Monday and Friday thereafter until further notice.
Commencing Thursday, the 2nd December, 1943, mails for these routes will be despatched by the Express trains leaving St. John's 6 p.m. Sundays and Thursdays.

(c) Heart's Content to Carbonear.
The first trip will be made on Wednesday, the 1st December, 1943, and each Wednesday and Saturday thereafter until further notice. Connections to be made with the train arriving at Carbonear on those days.

(d) Heart's Content to Brownsdale.
The first trip will be made on Thursday, the 2nd December, and each Monday and Thursday thereafter until further notice.
Commencing on the 1st December, mails for Routes (c) and (d) will be despatched by the train leaving St. John's at 8.20 a.m. on Wednesdays and Saturdays.

ROUTE 3

Summer Service to Cease.

(a) Carbonear to Grates Cove.
The last trip will be made on Saturday, the 27th November, 1943.

Winter Service to Commence.

(a) Carbonear to Ochre Pit Cove.
(b) Old Perlican to Ochre Pit Cove.
The first trip will be made on Wednesday, the 1st December, 1943, and each Wednesday and Saturday thereafter until further notice.
(c) Grates Cove to Old Perlican.
The first trip will be mde on Tuesday, the 30th November, and each Monday, Tuesday and Thursday thereafter until further notice.
(d) Bay de Verde to Old Perlican.
The Courier will make four trips a week to connect with the outward and inward despatches of the Old Perlican to Ochre Pit Cove Courier, and also will make two trips a week to Red Head Cove.

ROUTE 4

Summer Service to Cease.

(a) Whitbourne to Bellevue.
The last trip will be made on Friday, the 26th November, 1943.

Winter Service to Commence.

(a) Normans Cove to Long Harbour Station.
(b) Bellevue to Tickle Harbour Station.
The first trip will be made on Friday, the 3rd December, 1943, and every Friday thereafter until further notice.
Mails will be despatched by the Express leaving St. John's 6 p.m. on Thursdays.

ROUTE 5

Summer Service to Cease.

(a) Clarenville to Hickman's Harbour.
(b) Milton to Thoroughfare.
(c) Thoroughfare to Deer Harbour.
The last trip will be made on Tuesday, the 30th November, 1943.

Winter Service to Commence.

(a) Clarenville to Britannia; (b) Britannia to Deer Harbour.
The first trip will be made on Tuesday, the 7th December, 1943, and every Tuesday thereafter until further notice.
(c) Milton to Burgoynes Cove.
The first trip will be made on Tuesday, the 7th December, 1943, and every Tuesday thereafter until further notice.
Effective on the 29th November and until further notice, mails for Britannia, Thoroughfare, Deer Harbour and Petley will be despatched **via Clarenville** instead of via **Milton**.

ROUTE 6

Summer Service to Cease.

(a) Keels to Plate Cove.
The last trip will be made on Monday, the 29th November, 1943.

Winter Service to Commence.

(a) Kings Cove to Plate Cove.
(b) Kings Cove to Keels.
The first trip will be made on Friday, the 3rd December, and each Monday and Friday thereafter until further notice.

CHRISTMAS MAIL FOR CANADA AND U.S.A.

The latest times of posting in St. John's of mails addressed to the undermentioned countries ni time for delivery by Christmas are as follows:—

(1) UNITED STATES OF AMERICA.

(a) Central and Western States:—

Parcels ... 6 p.m. Saturday, 20th November

Letters, Cards and Printed Papers ... 6 p.m. Thursday, the 9th December

(b) Eastern States:—

Parcels ... 6 p.m. Saturday, the 4th December

Letters, Cards and Printed Papers ... Noon Tuesday, 14th December

(2) CANADA.

(a) Western Provinces:—

Parcels ... 6 p.m. Saturday, 27th November

Letters, Cards and Printed Papers ... Noon Thursday, the 9th December

(b) Central Provinces:—

Parcels ... 6 p.m. Saturday, the 4th December

Letters, Cards and Printed Papers ... 6 p.m. Saturday, the 11th December

(c) Maritime Provinces:—

Parcels ... 6 p.m. Saturday, the 11th December

Letters, Cards and Printed Papers ... Noon Thursday, the 16th December

TELEGRAPHS

October Telegraph Traffic

Class	1942	1943	Increase	Decrease
Paid Telegrams (includes Priority)	72,081	75,620	3,539	.....
Priority	10,032	10,963	931	.....
Prono-Telegrams	2,142	2,201	59	.....
Total paid traffic	74,223	77,821	3,598	.....
Deadhead and Service Messages	9,109	9,822	713	.....
Telegram equivalent Public Despatch	2,780	2,960	180	.....
Total Traffic	86,112	90,603	4,491	.....

During the month 17 complaints were received and investigated. In 12 cases the Service was found to be at fault through carelessness or negligence on the part of officials, and in this connection one fine of .30 cents and 6 of .10 cents were imposed.

Aircraft Detection Service Messages

Renewed attention is called to the last paragraph of the arrangements and instructions respecting this Service, which appear on page 1264 of the Post Office Circular, particularly regarding the broadcast transmission of reports when an office fails to make contact promptly with the Watch Office, as it is feared that this instruction is not being strictly followed.

Aircraft Detection Corps—"Observer"

Authority has been given to the Headquarters of the Aircraft Detection Corps permitting Chief Observers, who are unable otherwise personally or by aid of friends, to deliver to official observers copies of the Corps' publication the "Observer", to post copies, if properly folded and addressed at the local Post Office for delivery or forwarding without the payment of postage.

Postmasters are asked, therefore, to co-operate with Chief Observers in this matter. Adequate instructions, as to folding and addressing copies of the "Observer" have been issued to Chief Observers by Headquarters Aircraft Detection Corps.

All copies of the "Observer" to persons other than official observers, or to addresses outside Newfoundland, should have the proper postage prepaid.

POST OFFICE CIRCULAR.

THURSDAY, 25th NOVEMBER, 1943

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the War are, in accordance to Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Belleoram ... Miss Gertrude Drakes has been appointed Messenger-Assistant as from the 19th November, 1943.

Portugal Cove, C.B. ... Mrs. Jane Churchill has been appointed Postmistress as from the 16th October, 1943.

Bay Roberts ... Mr. Thomas Mercer to be Messenger as from the 8th November, 1943.

Port Albert ... Mr. Maxwell Day to be Postmaster and Telephone Attendant as from the 1st November, 1943.

Placentia ... Miss Alice Collins to be Assistant as from the 1st December, 1943.

Rose Blanche ... Miss Lena Harris to be Messenger as from the 1st November, 1943.

Summerville ... Mrs. Mary E. White to be Postmistresss and Telephone Attendant as from the 17th November, 1943.

Gambo ... Miss Grace Feltham to be Messenger-Assistant as from the 11th November, 1943.

Botwood ... Mr. A. V. Power to be Operator as from the 1st November, 1943.

St. Juliens ... Miss Rita Hunt to be Postmistress and Operator as from the 1st November, 1943.

Change Islands ... Miss Clarie Hynes to be Messenger-Assistant as from the 1st November, 1943.

Topsail ... Mr. Roy Vallis to be Messenger-Assistant as from the 26th October, 1943.

TRANSFERS

Fortune ... Mr. George A. Morris, Postmaster and Operator Baine Harbour, to be Postmaster and Operator Fortune as from the 1st November, 1943.

Fogo ... Mr. W. G. Raymond, Postmaster and Operator Badger to be Postmaster and Operator Fogo as from the 12th November, 1943.

Botwood Wireless ... Mr. Archibald Engram, Operator Englee, to be Operator Botwood Wireless as from the 1st November, 1943.

RETIREMENTS

Twillingate ... Mr. Paul Moores, Operator, effective 30th November, on ill health.

St. John's Mundy Pond ... Mrs. M. J. Murphy, Postmistress, effective 30th November, 1943, on ill health.

VACANCY

Harvey Road, St. John's .... Applications addressed to the Secretary will be received up to the 31st December, 1943, for the position of Postmaster at a salary of $1600.00 per annum.

Applicants should state their names in full, date of birth, educational qualifications, whether married or single, departmental experience and the names of two people to whom application may be made if considered necessary with reference to character. In addition to the above salary War Bonus will be paid as follows:—

Married men . ... $228.00 per annum
Single men ... . 150.00 per annum

Attention of candidates for the above position is called to the rule which prohibits them from applying except through their immediate superior officers.

MAILS

Christmas Mail for Newfoundland Except St. John's

The latest time of posting in St. John's of mails addressed to various parts of Newfoundland in time for delivery for Christmas is as follows:—

(a) For places on the Main Line of Railway including Bonavista Branch: 16th December at Noon.
(b) For places on the Avalon Peninsula: Noon Thursday, 16th December, execept Bell Island, which will be Noon Saturday, 18th December.
(c) For places on the Straits of Belle Isle route: By connection at Humbermouth on the 25th November (subject to change).
(d) For places on the South West Coast: By first connection in December either at Argentia or Port aux Basques.
(e) For places in Placentia Bay North: 6 p.m. Tuesday, the 7th December.
(f) For places in Placentia Bay West: 9.30 p.m. Saturday, the 11th December.
(g) For places in Notre Dame Bay North:—By first trip leaving Lewisporte, Noon 9th December.
(h) For places in Notre Dame Bay South and Fogo District Service: 9.30 p.m. Saturday, the 11th December, by trip leaving Lewisporte.

Return of Mail Bags

Postmasters can perform a valuable service to the Department by sending all surplus empty mail bags to the General Post Office, St. John's, without delay.

With the approach of Christmas, this year more than ever before, every single mail bag is urgently required to carry the enormous quantity of mail which is already flowing into Post Offices.

This is an urgent final appeal to Postmasters to return empty mail bags to the G.P.O. so that the Department will be able to utilize every available bag to handle the Christmas rush.

ACCOUNTING

Money Order Transfers

Postmasters are reminded that when issuing Money Orders to cover telegraph transfers, it is most important to have the words "Telegraphed Order" written across the face of the Money Order; this also applies to Orders covering transfers to Great Britain, thereby enabling the staff at Head Office to distinguish a cable from an ordinary order.

Much difficulty is experienced at Head Office in tracing Money Orders issued to cover telegraph transfers as, in some cases the number quoted in the message does not agree with that of the order, and in many cases the orders are not issued for the transfer concerned.

To avoid this trouble and to ensure that Orders are issued to cover the proper transfer, Postmasters are asked to issue the Money Orders before transmitting the message, and, at the same time, compare the number appearing in the transfer with that shown on the Money Order.

Error Notices

Much difficulty is being experienced in the checking of Postmasters accounts due to the number of Error Notices outstanding. Postmasters are again reminded that all Error Notices must be taken into the Accounts immediately and the number of the Error Notice shown at the space provided on the reverse side of the account.

Money Order Special Issue

In connection with telegraph transfers issued for payment to members of the Armed Forces, Postmasters are requested to refer to Post Office Circular, page 1211, paragraph 4.

The total of the Special Issue sheet must be included in the total of the regular issue sheet and the gross total shown at items 2 and 3.

DO NOT ENTER TOTAL OF SPECIAL ISSUE SHEET AS AN INDEPENDENT ITEM AT NO. 7.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during September, 1943:

Office	Errors	Number of Orders Issued and Paid During September
Argentia	4	1,208
Corner Brook	5	1,771
Elliston	6	110
Ferryland	5	61
Fox Harbour	12	181
Garnish	4	159
Grand Falls	4	1,322
Grates Cove	6	40
Greenspond	5	185
Holyrood	4	55
Howley	7	157
Humbermouth	9	86
Jersey Side	8	79
Kelligrews	8	65
Lamaline	8	255
LaScie	4	197
Lawn	9	97
Lewisporte	6	385
Little Bay	4	99
Marystown	7	221
Millertown	5	173
Milltown	6	98
Moreton's Harbour	6	78
Newstead	5	49
Norris Arm	6	278
Pacquet	4	75
Pilley's Island	6	73
Placentia	7	299
Port au Port	5	236
Port Blandford	6	149
Robert's Arm	4	47
Rocky Harbour	12	78
Rose Blanche	4	214
St. Albans	13	230
St. Anthony	4	157
St. Brendan's	17	173
St. John's East	19	1,316
St. John's General	7	5,402
St. John's West	5	126
St. Lawrence	7	481

St. Mary's	4	66
St. Vincent's	5	26
Seal Cove	4	82
Stephenville	12	494
Sunnyside	7	85
Tack's Beach	14	92
Trinity, B.B.	12	51
Victoria	6	88
Wesleyville	4	132
Whitbourne	4	179
Windsor	16	496

Total number of Orders issued during September	31,063
Total number of Orders paid during September	13,811
	44,874
Total number of Errors	562
Percentage of Errors	1.26
i.e. approximately 12 errors for 1,000 Orders issued and paid.	
Total number of figure Errors	320
Percentage of figure Errors	.71
i.e. approximately 7 errors for each 1,000 Orders issued and paid.	

TELEGRAPHS

Labrador Stations

Seasonal Stations have closed for season as follows:

GRADY	November 3rd
SMOKY	November 6th
DOMINO and FISHING SHIPS HARBOUR	November 8th
COMFORT BIGHT	November 11th
HAWKE'S HARBOUR	November 16th

POST OFFICE CIRCULAR.

THURSDAY, 9th DECEMBER, 1943

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

OBITUARY

The Department regrets to announce the death of Mr. Jordon Milley on the 3rd December, 1943.

Mr. Milley entered the Service on the 1st December, 1915, as Superintendent of the Money Order Department at St. John's. He was appointed Director of Postal Services in May, 1934, from which position he was retired on age limit on the 30th September, 1939.

APPOINTMENTS AND VACANCIES

All appointments during the War are, in accordance to Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Cupids ... .Mr. Samuel Dawe to be Postmaster and Telephone Attendant as from the 23rd November, 1943.

Botwood Wireless ... .Miss Elizabeth Perry to be Assistant as from the 1st November, 1943.

Botwood Wireless ... .Miss Ella Peckford to be Learner as from the 1st November, 1943.

Catalina ... .Miss Freda Raymond to be Messenger as from the 27th November, 1943.

King's Cove.... ....Mr. F. J. Lawton to be Messenger-Assistant as from the 15th November, 1943.

Bonavista ... .Mr. Ralph Russell to be Messenger as from the 29th November, 1943.

Norris Arm ... .Mr. John McGrath to be Postmaster and Operator as from the 1st December, 1943.

Fogo ... .Mrs. W. G. Raymond to be Assistant as from the 19th November, 1943.

Stephenville ... . Miss Julia Hann to be Assistant as from the 1st December, 1943.

Port Aux Basques ... . Mr. Albert Green to be Messenger-Assistant as from the 29th November, 1943.

PROMOTION

Argentia ... .Mr. C. J. Pearce, Assistant, to be Postmaster as from the 1st December, 1943.

TRANSFERS

Argentia ... Mr. Peter Ryan, Assistant Marquise, to be Assistant Argentia as from the 1st December.

Botwood ... Mr. Robert Benson, Indoor Messenger St. John's Telegraphs, to be Operator Botwood as from the 2nd December, 1943.

Cape La Hune ... Mr. Lester Melbourne, A.D.C. Operator Black Island to be Postmaster and Operator Cape La Hune as from the 27th November, 1943.

Englee ... Mr. Stephen Janes, Messenger Catalina, to be A.D.C. Operator Englee as from the 27th November.

Englee ... Mr. Gerald Lawton, Messenger-Assistant, King's Cove, to be A.D.C. Operator Englee as from the 15th November.

Marquise ... Mr. Charles Sweetland, Messenger-Assistant Bonavista, to be Assistant Marquise as from the 29th November.

St. John's Telegraphs ... Mr. John Hann, A.D.C. Operator Placentia to be Operator St. John's Telegraphs as from the 1st December, 1943.

DISMISSALS

Port Aux Basques ... Mr. William Dutot, Messenger, effective 22nd November.

St. John's, G.P.O. ... Mr. Thomas Moore, Letter Carrier, effective 4th December 1943.

OFFICE CLOSED

Black Island, N.D.B. ... The A.D.C. Telegraph Office at Black Island was closed on the 26th November, 1943.

OFFICE OPENED

Flat Bay, St. George's ... A Postal (non-Money Order) Telephone Office was opened at Flat Bay, St. George's, as from the 1st December. The nearest Money Order Office is St. George's and Telegraph Traffic will circulate through St. George's.

MAILS

Latest posting dates at the St. John's General Post Office, East and West End Branch Post Offices for delivery in the City of St. John's on or before the 24th December, 1943:—

Parcels ... 5 p.m. Saturday, the 18th December, 1943.

Letters, Cards, etc. ... 1 p.m. Tuesday, the 21st December, 1943

The general public are being requested to address all correspondence to street address and number, otherwise the Department cannot guarantee delivery before Christmas Day.

Outport Postmasters should arrange to have Christmas mail, for delivery in St. John's, arrive not later than **Saturday, 18th December.**

Acceptance of Airgraph Messages

(1) **To Australia and New Zealand**

Airgraph messages may now be accepted from members of the Merchant Navy addressed to their families and friends in Australia or New Zealand provided the message form has been endorsed by their Shipping Agents, an official of a Merchant Seamen's Club, or a Collector

of Customs, to indicate that the message actually originates with a member of the Merchant Navy: The rate will be .10 cents per message.

(2) **Central Mediterranean Force and the South East Asia Command.** Airgraph messages may now be accepted for members of the Armed Forces stationed with the Central Mediterranean Force and the South East Asia Command. The necessary notation will be made on page 1230 of the Post Office Circular of the 10th December 1942 in paragraph (a).

(3) **To Civilians in Eire.** Airgraph messages may now be accepted from members of the Armed Forces to Civilians in Eire. "Eire" should be inserted after "Egypt" in paragraph (b) on page 1230 of the Post Office Circular.

Winter Courier Services

From the 1st January, 1944, to the 30th April, 1944.

The following Winter Courier Services will be in operation for the period named above:—

(1) **Bonne Bay to Englee Section.**

(2) **Hampden to Englee Section.**

The distribution offices, together with a list of offices for which these distribution offices serve as a distribution point for these two main services, are given as follows:—

(1) BONNE BAY to ENGLEE Section to be despatched via Deer Lake:

BONNE BAY	Birchy Head, Noddy Point, Curson Village, Shoal Brook, Silverton, Muddy Point, Winter House Brook, St. Joseph's Cove, Silver Point, Glenburnie, Rocky Harbour, Bear Cove, Woody Cove, Lobster Cove Head, Lobster Cove, Baker's Brook, Green Point, Sally's Cove, Martin's Point, Broom Point, St. Paul's, Cow Head, Belldown's Point.
LOMOND	Eastern Arm, Mill Cove.
NORRIS POINT	Gad's Harbour, Neddie's Point.
TROUT RIVER	Chimney Cove.
PARSONS POND	Portland Creek, Daniel's Harbour.
BELLBURNS	River of Ponds, Spirity Cove, King's Cove, Port Saunders, Kepple Island, Hawke's Bay.
PORT AUX CHOIX	Gargamelle, Point River, Eddy's Cove, Tilt Cove, St. John's Island, St. John's Bay, Doctor's Brook, Barr'd Harbour, Castor River, Bartlett's Harbour, Ferrole Point, New Ferrole, Shoal Cove West, Reef's Harbour, St. Margaret's Bay.
BRIG BAY	Bird Cove, Plum Point, Blue Cove, Pond Cove, St. Genevieve Bay, Gooseberry Island, Current Island, Forrester's Point, Black Duck Cove, Pigeon Cove, St. Barbe Bay, Darby's Tickle, Chaulker's Cove.
FLOWER'S COVE	Anchor Point, Deadman's Cove, Bear Cove, Chamber's Island, Seal Point, Nameless Cove, Mistaken Cove, Savage Cove, Sandy Cove, Shoal Cove, Payne's Cove, Green Island Cove, Lower Cove, Green Island Brook, Eddies Cove, Four Mile Cove, Big Brook, Gengeville, Boat Harbour, Cook's Harbour, Cape Norman, Wild Bight.
LOCK'S COVE	Ireland Bight, Goose Cove, Fishot, North West Point, Croque, Pillar's Bight, St. Juliens, Grandois, Crouse.
ST. ANTHONY	St. Anthony Bight, St. Carols, Great Braha, Little Braha, St. Lunaire, Griguet, Raleigh, Cape Onion, Ship Cove, Quirpon, Cape Bauld, Noddy Bay, Lance Au Meadow, Lance Au Pigeon, Spillars Cove, Hay Cove.
ST. ANTHONY MISSION	To contain all ordinary mail addressed to the Grenfell Mission at St. Anthony.
CONCHE	Newspapers and parcels only for Groais Island, Englee, Wild Cove, Canada Bay, Roddickton, Bides Arm.

(2) HAMPDEN to ENGLEE Section to be despatched via McGregor.

HAMPDEN.... ....Pound Cove, Gold Cove, George's Cove, Beaches, Burton's Cove, Hannah's Cove, Brown's Cove, Sops Arm, Sops Island, Jackson's Arm, Coney Arm, Cat Arm, Little Harbour Deep, Harbour Deep, Williamsport, Hooping Harbour, Canada Harbour, Cat Cove.

ENGLEE.... ....To contain letters only for Englee, Bides Arm, Canada Bay, Roddickton, Wild Cove, Conche, and Groais Island, to be enclosed in the bag for **Hampden.**

TELEGRAPHS

Change of Routing

As at the 1st December, 1943, the following changes in routing were effective:—

Notre Dame Junction and Norris Arm via Gander instead of Botwood Wireless Office. Checking office is St. John's.

Bait Intelligence

The forwarding of daily reports of bait conditions to the Department of Natural Resources from certain offices which began on the 16th August, was discontinued after the 22nd November.

Office Hours During the Christmas Pressure Period

Offices will re-open at 7 p.m. and remain open until released by Head Office from Tuesday, the 21st December, 1943, and on each night thereafter, unless traffic conditions permit otherwise, until Tuesday, the 4th January, 1944, both dates inclusive. It may, however, be found necessary to open the offices at night earlier than the date given above, in which case notification will be given in due time.

Offices will be open to the public on the holidays as follows:—

Christmas Day	9 a.m. to 10 a.m.
Boxing Day holiday, 27th December	9 a.m. to Noon
New Year's Day	9 a.m. to 10 a.m.
Sundays	as usual.

Offices will be released as soon after closing hours as traffic conditions permit.

Expeditionary Force Message Service

The general E.F.M. Service will be suspended to and from all countries (in both directions) during the period December 6th to 25th, both dates inclusive. Messages must not, therefore, be accepted within this period.

During the same period, the special E.F.M. Greeting Service which was introduced last year will be available to the **United States only**, comprising the following texts, of which **one only** may be chosen for each message.

A. A merry Christmas and a happy New Year. All well.
B. Love and best wishes for Christmas and the New Year. All well.
C. Love and best wishes for Christmas and the New Year to all at home. All well.
D. Love and best wishes for Christmas and the New Year to all at home.
E. Love and best wishes for a happy New Year. All well.
F. Every good wish for the New Year.

This service is available to personnel of the Armed Forces of the United States only, and telegrams must be handed in through United States Army Post Offices. Under no circumstances should such telegrams be accepted directly from the senders.

XLT and GTG Services

The XLT and GTG services will **not** be available this year.

POST OFFICE CIRCULAR.

THURSDAY, 23rd DECEMBER, 1943

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

I take this opportunity to convey to all officials of the Department of Posts and Telegraphs my own good wishes and those of the Headquarters Staff for a happy and successful Christmas and a prosperous New Year.

J. HAIG-SMITH, Secretary.

APPOINTMENTS AND VACANCIES

All appointments during the War are, in accordance to Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. Lawrence ... .Miss Ella Tarrant, to be Messenger-Assistant as from the 1st December, 1943.

Grand Falls .. ..Mr. William King to be Carrier as from the 3rd December, 1943.

Norris Arm ... .Mr. John McGrath to be Postmaster and Operator as from the 1st December, 1943.

St. John's Telegraphs ....Mr. John Barry to be Indoor Messenger as from the 8th December, 1943.

St. John's Telegraphs ....Mr. Lloyd Biggs to be Indoor Messenger as from the 6th December, 1943.

St. John's Telegraphs .... Mr. Clifford Langdon to be Night Operator as from the 8th December, 1943.

Jerseyside ... .Miss Nellie Blanche to be Postmistress and Telephone Attendant as from the 8th December, 1943.

TRANSFERS

Gander ... .Mr. Michael Fleming, Operator St. John's Telegraphs, to be Assistant Gander as from the 9th December.

Twillingate .. .. Mr. G. N. Lillington, Postmaster Argentia, to be Postmaster Twillingate as from the 6th December.

Catalina ... .Miss Anna McGrath, Postmistress and Operator Carmanville to be Postmistress and Operator Catalina as from the 9th December, 1943.

St. John's Telegraphs ... .Mr. Patrick McGrath, Assistant Gander, to be Operator St. John's Telegraphs as from the 11th December, 1943.

DISMISSAL

St. John's Telegraphs ... .Mr. Cyril Middleton, Operator, effective the 7th December, 1943. Cause: Breach of Operating regulations and absence from duty.

WIRELESS OFFICE TRANSFERRED

St. Julien's to Fishot .. ..The Wireless Office at St. Juliens was transferred to Fishot on the 6th December. 'Miss Rita Hunt is the Operator and the office call will remain HQ

MAILS

Ration of Evaporated Milk Registration Cards

Authority has been given the Deputy Food Controller to forward a supply of registration cards to Postmasters to be completed by applicants for a ration of evaporated milk, under a proposed rationing scheme.

These registration cards may be handed out forthwith to any applicant for such a card. Should the supply be used up further supplies may be obtained by telegraphing "Collect" to the Deputy Food Controller stating the probable number required.

Letters Addressed to 166th Regiment R.A.

Arrangements have been made with the Canadian Post Office Authorities by which they will give air transit (by R.C.A.F. planes) to all first class letter mail, weighing not more than 2 ounces each item, addressed to the 166th Regiment, R.A., Central Mediterranean Force.

All offices in Newfoundland have been instructed, by telegraph, to send all first class letter mail for the 166th Regiment, R.A., to St. John's.

Winter Courier Services

From the 1st January, 1944, to the 30th April, 1944, the following Winter Courier Services will be in operation.

(1) Badger to Westport Section.
(2) Bishop's Falls to Leading Tickles and Fortune Harbour Section.
(3) Norris Arm Section.
(4) Exploits Section.

The distribution offices, together with a list of offices and places for which these distributing offices serve as distribution points are given as follows:—

(1) Badger to Westport Section to be despatched via Badger.

SPRINGDALE ....Port Anson, Wellman's Cove, Miles Cove, Robert's Arm, Boot Harbour, Paddock's Bight, South Brook, Beachy Cove, Sunday Cove Island, Triton West, Triton East, Card's Harbour, Brigh.on, Jim's Cove.

PILLEY'S ISLAND ... .Badger Bay, Beaumont, Ward's Harbour, Cutwell, Head's Harbour, Lush's Bight, Long Island, St. Augustine.

LITTLE BAY ISLANDS ...Little Bay Islands.

LITTLE BAY.. ....Little Ward's Harbour, St. Patrick's, Wild Bight, Woodford's Cove, Southern Arm, Shoal Arm, Brookside, Noble's Cove.

KING'S POINT.... ....Three Arms, King's Cove, Harry's Harbour, Nickey's Nose Cove, Langdon's Point, Jackson's Cove, Silverdale, Birchy Cove, Mansfield Point, Bulley's Cove, Rattling Brook, Silverton.

BURLINGTON..... ....Middle Arm, North West Arm, Baie Verte, Coachman's Cove, Fleur De Lys, Smith's Harbour.

NIPPER'S HARBOUR ... .Eastern Stocking Cove, Rogue's Harbour, Pacquet, Woodstock, Ming's Bight, Handy Harbour, Indian Burying Place, Bobby's Cove.

TILT COVE ... . Snook's Arm, Round Harbour, Shoe Cove, Shoe Cove Bight, Gull Island, Caplin Cove, Cape St. John.

LA SCIE .... Brent's Cove, Harbour Round, Horse Island.

SEAL COVE, W.B. ... . Westport, Wild Cove, Lobster Harbour, Big Cove, Middle Arm, Stuckless Cove Back Cove, Western Arm, Bear Cove, Grandby Island, Pumbley Cove, Purbeck Cove.

(2) Bishop's Falls to Leading Tickles and Fortune Harbour Section to be despatched via Bishop's Falls.

BOTWOOD . ... Phillip's Head, Point of Bay, Charles Brook, Northern Arm, Cottrell's Cove, South East Arm, Point Leamington, Paradise, Bobby's Cove, Leading Tickles West, Leading Cove East, Glover's Harbour, Lock's Harbour, Cull's Island, Winterhouse Cove.

FORTUNE HARBOUR .. Fleurrie's Bight, Waldron's Cove, Webber's Cove

(3) Norris Arm Section to be despatched via Norris Arm.
NORRIS ARM .... Laurenceton, Burnt Arm
(4) Exploits Section to be despatched via Lewisporte.
EXPLOITS .... Black Island, Samson's Island, Swan Harbour, Kier's Cove.

ACCOUNTING

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:

Sutton, P.Q. ... . Nos. 441-74801 to 441-75000, office number stamped "1852"
Vancouver, Sub. No. 4 , B.C. ... . Nos. 415-79732 to 415-80200
Pinkerton, Ont. .. .. Nos. 335-62539 to 335-62600 and 400-59201 to 400-59400
Blank Money Order Forms . ... Nos. 418-64401 to 418-64800, office number "9858"
Vancouver, Sub No. 48, B.C. ... . Nos. 9858-418-64401 to 9858-418-64800

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

East Saint Louis, Sta. 7, Ill. ... . 106316 to 106400
Elk Basin, Wyo. . . . . 26606 to 26800
Hammond, Sta. 1, Ind. .. .. 127686 to 127800
Omaha, Sta. 14, Nebr. .. .. 15627 to 15800
Rosdale, Ind. .. . . 185705 to 185800
Tracy's Landing, Md. ... . 19201 to 20000
Tule Lake, Calif. .. .. 100001 to 120000
Camas, Mont . ... 55303 to 55400
Argenta, Ill. ... . 76181 to 72200
Kansas City, Sta. 41, Mo. ... . 252289 to 252800
Midlothian, Ill. .. .. 188794 to 188800

The above Orders, if presented at a Newfoundland Office, must not be paid.

Recovery Notice—U. S. Stolen Money Order Forms

The following U. S. Postal Money Order Forms which were reported stolen have now been recovered:

Bismarck, Ill. ... . 60691 to 60800

Money Orders Issued on the United States

It has come to notice that, contrary to instructions, some Postmasters continue to issue Money Orders on the United States in excess of $25.00 per month. The regulations governing the issue of Money Orders on the United States are reprinted below:—

1. Persons desiring to purchase Money Orders payable in the United States must prepare an Application Form for Foreign Exchange, in addition to the ordinary Money Order application.
2. If, after examining the completed form the Postmaster finds that the rules quoted below have been complied with he should sign the form, place it on file, and issue the Money Order.
3. Completed applications should be forwarded at the end of every Accounting term to the Secretary, Foreign Exchange Control Board, St. John's.

Rules Governing Sale of U. S. Money Orders

1. :Money Orders for remittance to the United States may be sold only:
   (a) To permanent residents of Newfoundland, United States Base personnel, or members of the U. S. Forces serving in Newfoundland.
   (b) To an amount which, together with all other remittances by the same applicant (whether through the Post Office or otherwise) does not exceed $25.00 U.S. in a calendar month.
   NOTE: The limit of $25.00 U.S. per individual per month is not transferable, i.e., one individual may not purchase Money Orders on behalf of another individual.
   (c) To an amount not in excess of $10.00 U.S. in respect of any one Money Order.
2. Approved purposes for which U.S. Money Orders may be issued:

(1) Money Orders may be issued for payment in the U.S.A. provided that the money is being used in payment for goods which have been or are to be imported into Newfoundland. If the money order is to be sent direct to the firm selling the goods no bills or other proof that it is to be used for the purpose stated on the application is required. If the Money Order is being sent to a private individual the remitter must show a receipted bill.

(2) Payment for personal expenses such as insurance premiums, subscriptions for periodicals, subscriptions to clubs, societies, foreign missions and the like.

(3) Charitable donations such as personal gifts, including birthday, wedding, Christmas or gifts of a similar nature.

TELEGRAPHS

November Telegraph Traffic

Class	1942	1943	Increase	Decrease
Paid Telegrams (includes Priority)	64,658	74,627	9,969	.....
Priority	8,935	11,055	2,120	.....
Phono-telegrams	1,919	2,127	218	.....
Total Paid Traffic	66,577	76,764	10,187	..
Deadhead and Service Messages	9,014	9,443	429	.....
Telegram equivalent Public Despatch	3,230	3,320	90	.....
Total Traffic	78,821	89,527	10,706	.....

During the month 29 complaints were received and investigated. In 24 cases the Servi was found to be at fault through carelessness or negligence on the part of officials, and in this connection fines ranging from .10 cents to $2.55 were imposed on 19 officials.

Judging by the number of errors and failures which investigations disclosed during the months of October and November as compared with the two previous months, a considerable improvement is noticeable but the frequency is still, however, far too great and efforts towards a further reduction must be continued.

Telegraph Facilities At Airfield Near Buchans Discontinued

The telegraph office maintained by the construction company at the Airfield near Buchans closed on the 8th December, 1943.

Telegrams to the Members of the 166th Field Regiment

Telegrams may now be accepted for members of the 166th Field Regiment. The addressees of such telegrams must contain the addresses, rank, name and number, and "166th Field Regiment R.A., Second Echelon C.M.F. Cairo."

Rates to Cairo, which are as follows, will apply:—

Full ... 42c. per word LC ... 21c. per word
NLT ... 14 cents per word with a minimum of 25 words.

HE 6530.6 N43
1943

REFERENCE

Author - Auteur Pub. Secretary to the Department of Posts and Telegraph, St. John's, Nfld.

Title - Titre

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22/02/80

REFERENCE

GretagMacbeth™ ColorChecker Color Rendition Chart